Dac Easy **Accounting**™

Version 2.0

Dac Easy ⊙/Accounting ™

Version 2.0

- GENERAL LEDGER
- ACCOUNTS RECEIVABLE
- ACCOUNTS PAYABLE
- PURCHASE ORDER
- BILLING
- INVENTORY/SERVICES
- FORECASTING

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IMPORTANT!

1. ALWAYS RETURN TO THE MAIN MENU BEFORE EXITING FROM THE DAC-EASY ACCOUNTING PROGRAM.

2. DO NOT PLACE A WRITE-PROTECT TAB ON THE DAC-EASY PROGRAM DISK.

3. MAIL IN YOUR REGISTRATION CARD NOW SO WE CAN ANSWER YOUR QUESTIONS WHEN YOU NEED US!

4. THE DISK IS NOT COPY PROTECTED! We feel you will appreciate Dac's effort to give you the best software value in the industry by discouraging piracy.

5. The **CONFIG.SYS** file is used to assign a specific configuration to your computer. As with many leading software programs, Dac-Easy requires this file to be on the DOS boot disk for floppy users, or the root directory of your hard disk. If this file does not exist, it will be created automatically as part of Dac-Easy's installation process.

   YOUR **CONFIG.SYS** FILE MUST CONTAIN THE FOLLOWING INSTRUCTIONS FOR DAC-EASY TO FUNCTION PROPERLY:

   FILES = 20
   BUFFERS = 16

   BE SURE NEVER TO ERASE THE **CONFIG.SYS** FILE. See you DOS reference manual for more information on **CONFIG.SYS**.

MINIMUM SYSTEM REQUIREMENTS: Dac-Easy Accounting runs on the IBM PC or compatibles, 2 disk drives (or hard disk), 256K of memory, MS-DOS or PC-DOS 2.0 or later, 80-column printer able to print 132 columns in compressed mode.

Dac Easy Support ™

REGISTER NOW TO RECEIVE FREE SUPPORT

This manual has been written to answer most of the questions you might have - without the need to call us for support. The program also includes many "help screens" to assist you while operating the software. However, if you need additional help installing or using Dac-Easy products, we are happy to help you.

Our support is free for the first sixty days from the date of purchase and is limited to 10 minutes of total time. To receive this help, we must have the registration card included with your package on file. You must also have your serial number ready for the operator when you call. Please allow at least five days after sending in your registration card before calling our support department.

Should your sixty days or ten minutes expire, we offer extended support which features toll-free lines, a quick-response guarantee, a quarterly newsletter, and much more. See the enclosed registration card for more details. Whatever the level of support you need, we are ready to assist you.

PLEASE SEND IN YOUR REGISTRATION CARD TODAY!

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INTRODUCTION

The popularity of the personal computer in both the home and office is at an all-time high due to the explosion of the small to medium-size business market. The reason for this tremendous growth is the recent hardware price reductions coupled with the availability of quality business software. We are now in the "information age."

Dac's participation in this business revolution is not only in the field of software but in a variety of areas such as marketing, finance, sales, and accounting.

Dac began in 1970 when the founders introduced a new concept in business education. In a seminar named Easy Accounting, people were actually able to learn accounting in less than 20 hours, 1/10 of the time considered necessary. Even more amazing was that retention was doubled. Since the introduction, more than 50,000 people from all walks of life have benefited by this modern technique of instruction.

In the Spring of 1985, Dac revolutionized small business computer accounting with the award-winning Dac-Easy Accounting. What is now the best-selling accounting package in the world was created to be the first COMPLETE accounting system which perfectly integrated seven accounting modules in a single package. Making this programming innovation even more amazing was the marketing strategy. Dac-Easy Accounting was introduced at 1/100 of the price of comparable accounting software. Finally, a complete system was in the reach of all businesses, not just large corporations. Later Dac-Easy Accounting won the "1985 PRODUCT OF THE YEAR - BEST SOFTWARE VALUE" award from InfoWorld magazine. In 1986, the users themselves voted Dac-Easy Accounting their favorite accounting package in the World Class Awards sponsored by PC World magazine. Dac-Easy Accounting received 32% of the total votes which was more than five times that of the nearest competitor!

Dac-Easy Accounting has been acclaimed by almost every magazine in the microcomputer industry with adjectives such as "Incredible," "Amazing," "Revolutionary."

Versions of Dac-Easy Accounting have been created for Mexico, the United Kingdom, Australia, New Zealand, Central and South America, and French-Canada.

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The reason for the success of Dac has been that we put the customer ahead of our own needs. We know if we can make you happy then we will succeed in every measure of business. Our products and support have no relation to the prices we charge. Reviews of our products attest to our product quality, and our support staff is easily the largest and most professional in the industry. Dac Software has become the leading small business supplier because we deliver VALUE.

But we also realize that we can be better and for this reason we have created Dac-Easy Accounting Version 2.0. This new generation of accounting software delivers tremendous power with unprecedented ease-of-use. This new program features a totally redesigned interface that delivers user-friendly features such as context-sensitive help, extensive use of error messages, and prompts to help you quickly process your books. We have increased the performance and connectivity of Dac-Easy Accounting by moving to the C programming language.

A new simplified installation routine comes complete with sample chart of accounts and financial statements. Both help the novice start quickly. A sample company is also provided to help the user to visualize both the operation and design of the system.

This operational manual is improved in all aspects. The manual has grown. There are more screens and illustrations, more in-depth instruction on system operations, a quick reference section, larger reports for easier viewing, and an accounting primer.

Hopefully our efforts will allow you to quickly profit from Dac-Easy Accounting. Thank you for your confidence.

Chapter 1
AN ACCOUNTING PRIMER

This Chapter will provide an introduction to basic accounting principles regardless of whether you are a novice or expert. In the simplest of terms you will learn the necessary fundamentals of accounting. Once you have finished this brief primer you will really begin to enjoy and benefit from your accounting process. So let's get started and you will soon explode the myth for yourself that "Accounting is Difficult."

INFORMATION - THE KEY TO SUCCESS

Information is the key to success in business. Good decisions require information that is both accurate and timely. When you are driving a car you need to be confident that the speed of your car is precisely what the speedometer indicates - accuracy and timeliness are a necessary part of this information. If you should suffer an accident because of speeding it should not be because you did not have accurate information when you needed it. The information is important but it does not remove risk. It simply allows you to put the information to good use.

Your business has been established with the objective of generating cash by providing goods and/or services. To accomplish this, you must know how to control investments and expenses, or in other words, know how much your company owes others and how much is owed to you. Without this information it would be impossible to make decisions. And for this information to be accurate and timely, it is necessary to put into place an efficient accounting system.

We all use accounting in one form or another. Everyone receives money and spends money. The objective of any accounting system is to provide a method which is both simple and precise to track our resources and expenditures; this is the essence of accounting.

We use our money to pay bills, put into savings, invest, etc. There are an unlimited number of ways to use or "apply" the money we obtain. But there are also a great number of "sources" of money such as our savings, bank loans, credit cards, gifts, sale of property, etc.

For example, let's say you go to the supermarket to buy groceries. You spend $20 and pay with a check - that is you "applied" $20 to the purchase of groceries, the "source" being your bank account. After leaving the supermarket you stop at a service

station to purchase $10 of gas and pay for it with a credit card. In this case, you "applied" $10 to the purchase of gasoline - the "source" being your credit card.

Upon returning home you make the following notation:

Expenses: Groceries $20.00
               Gasoline $10.00

In your checkbook you subtract the $20 and you file your credit card receipt to reconcile your credit card statement at the end of the month.

The preceding is an example of accounting in which you have noted your transactions properly but your accounting system does not provide you with complete information. You know how much money you have in the bank since you have subtracted your last check of $20, but you do not know how much you have spent on groceries during the year or how much you have spent on gasoline. You also do not know the total amount you owe in credit card charges to date. To obtain this information, you would need to take all of your receipts (if you have them) and sum them for each category of interest to you. Without this procedure you do not have information which you need.

Not since the fifteenth century when a monk named Luca Paccioli created an accounting system referred to as "double entry" has a better system been found for financial accounting. The basis of double entry accounting is that "for every debit there is a corresponding credit." Unfortunately, this simple statement has not always been accompanied by a simple explanation. Many have difficulty distinguishing the difference between a credit and a debit and why one always corresponds to the other. In the following paragraphs we will explain "double entry" accounting in a simple and logical manner to help you understand this fundamental principle.

Let's return to the example of your purchase of groceries and gasoline. When you applied $20 to the purchase of groceries - the source of the $20 was your bank account. Just as you recorded the purchase in your checkbook and calculated the new balance, you could have also recorded the same amount in your "Groceries Account" and also calculated a new balance for groceries purchased. With this method you would know at any time exactly how much you have spent on groceries. You would have accurate and timely information regarding your food expenditures.

APPLICATION		SOURCE	
GROCERIES ACCOUNT		**CHECKING ACCOUNT**	
Previous Balance	500.00	Previous Balance	1000.00
Today's Purchase	20.00	Groceries Payment	20.00
	-------------		-------------
Current Balance	520.00	Current Balance	980.00

You later applied $10 to the purchase of gasoline. The source of this purchase was your credit card. If you had also recorded this amount in your "Gasoline Account" and calculated the new balance, you would know how much you had spent for the year in gasoline. Furthermore, if you had recorded the purchase in your "Credit Card Account" and calculated the new balance, you would always know the exact amount of credit purchases to date.

APPLICATION		SOURCE	
GASOLINE ACCOUNT		**CREDIT CARD ACCOUNT**	
Previous Balance	200.00	Previous Balance	750.00
Today's Balance	10.00	Gasoline Purchase	10.00
	-------------		-------------
Current Balance	210.00	Current Balance	760.00

From these examples, we may conclude:

With each financial transaction there is always a source and application of money - the source and application always being the same amount.

If you record your transactions into meaningful "accounts," you will always have information which is both timely and accurate.

Applications of money are what accountants call "debits." Sources of money are "credits." To obtain information which is clear, accurate, and timely these applications (debits) and sources (credits) of money are recorded into different "accounts." You create as many accounts as you wish for the detail of information desired. For example, if you have two accounts at the same bank such as checking and money market, you would want to keep two separate accounts in order to maintain a balance for each.

If you make very few financial transactions from month to month, you would use few accounts. If you make more or a variety of financial transactions, you might use many accounts.

When more accounts are used, it is very helpful to group them as a "familiy" in order to provide summary information. For example, you could create a family called "Assets"; the children: Petty Cash, Cash in the Bank, Accounts Receivable, Inventory, etc. Another parent could be "Liabilities"; the children: Home Mortgage, Credit Card Balances, Bank Loans, Car Loans, etc.

If you were to keep a close watch on these two families, it would be very easy to determine at any time your "net" property usually referred to as your "net worth." This figure is obtained by simply subtracting your liabilities from your assets. Obviously, if your assets exceed your liabilities, you are in a good financial position. If the opposite is the case, you should be concerned that you will not have adequate resources to meet your obligations. To keep this from happening, it is also necessary to control the information from two other families: "Expenses" and "Revenues."

We sometimes have difficulty differentiating between an "Asset" or "Investment" and an "Expense." For example, if you were to purchase a rare and valuable stamp for which you paid $20,000, you would consider the purchase an "investment," since the stamp could be sold for cash at a later date. On the other hand, if you purchased a 22¢ stamp to mail a letter to a friend, no one would be interested in the stamp once used. In this case you have expended 22¢ to mail a letter. Another example would be the purchase of a vacation house located by a popular beach. Again this is property - an investment. However, if you were to go to the same location and stay at the best resort hotel, you would consider the hotel bill an expense. From these examples we can understand the importance of knowing how much we spend in order to control our expenses.

Within the family of expenses there can be "children" such as: Groceries, Rent, Utilities, Clothing, Auto Repairs, Gasoline, Entertainment, Phone, etc.

Just as with Assets and Expenses, it is important to understand the difference between the "families" of "Liabilities" and "Revenue". Usually, the two families are sources of money, however, liabilities must be paid back. For example, money borrowed to buy Christmas gifts is a liability because it must be repaid. However, money received from work as a Christmas bonus is revenue (income) - it does not need to be paid back. "Children" in the revenue "family" would include: Salary or Wages, Bonuses, Interest from Savings, etc.

These two "families" of Revenue and Expenses are the most important to successful financial management. If your expenses exceed your revenue, you are really spending money that you need to repay, that is, your net worth is diminished by the same amount. If you spend the same as you earn, your net worth will remain the same. And if you are a good manager of your revenue and expenses and you make more than you spend, your net worth will increase.

The difference between Assets and Liabilities is usually referred to in a business environment as CAPITAL or EQUITY.

In the preceding paragraphs we have identified five families in which to classify your financial information:

ASSETS
LIABILITIES
EQUITY/CAPITAL
INCOME
EXPENSES

The total list of "Parents," "Children," "Grandchildren", etc. in accounting is called THE CHART OF ACCOUNTS. As you can see, you do not need to be an expert to create your own chart of accounts - you only need to determine the level of detail necessary to control your finances.

PARENT	CHILD	GRANDCHILD	GREAT GRANDCHILD

Assets
- **Current Assets**
  - Cash
  - Cash in Banks
    - Checking
    - Money Market
  - Accounts Receivable
- **Fixed Assets**
  - Building
  - Office Equipment
  - Machinery

Liabilities
- **Short Term**
  - Vendors
  - Taxes
    - Property Tax
    - Income Tax
- **Long Term**
  - Bank Notes
  - Mortgage

Equity/Capital
- Initial Investment
- Retained Earnings
  - 1985 Profits
  - 1986 Profits
- Current Earnings

Revenue
- Sales
- Other
- Interest

Expenses
- Cost of Goods Sold
- Administrative
  - Rent
  - Payroll
    - Salaries
    - FICA
    - FUTA
  - Supplies
  - Maintenance

DEMONSTRATION OF DOUBLE ENTRY

The following is a group of transactions used to illustrate that in every application of money there is a source.

1. Payroll check for the amount of $2000.00

Application:	Assets - Deposit to the Bank	2000.00
Source:	Income - Salary	2000.00

CASH IN THE BANK

APPLICATION	SOURCE
(1) Deposit 2000.00	

SALARY

APPLICATION	SOURCE
	(1) Payroll 2000.00

2. Pay the light bill of $100.00 with a check

Application:	Expenses - Electricity	100.00
Source:	Assets - Cash in the Bank	100.00

ELECTRICITY

APPLICATION	SOURCE
(2) Monthly Bill 100.00	

CASH IN THE BANK

APPLICATION	SOURCE
	(2) Electricity Bill 100.00

3. Pay a $35.00 restaurant bill with your Visa card

    Application: Expense - Entertainment   35.00
    Source: Liabilities - Visa Credit Card   35.00

Some transactions may have two or more applications and/or two or more sources, however, the total of the applications will always be equal to the total of the sources. See the following examples:

ENTERTAINMENT		CREDIT CARD	
APPLICATION	SOURCE	APPLICATION	SOURCE
(3) Dinner			(3) Dinner 35.00

4. Purchase of an automobile for $10,000 - $1,000 down payment and a bank loan of $9000

Application:	Assets - Car	10000.00	
Source:	Assets - Cash in the Bank		1000.00
Source:	Liabilities - Bank Loan		9000.00

CAR

APPLICATION	SOURCE
(4) Purchase 10000.00	

CASH IN THE BANK

APPLICATION	SOURCE
	(4) Down payment 1000.00

BANK NOTE

APPLICATION	SOURCE
	(4) Bank Car Loan 9000.00

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5. Each month, as part of your periodic car payment, you pay a portion toward the debt and another portion as interest to the bank. Let's say that out of your $200.00 payment, $150 goes toward the repayment of the loan and $50 goes toward interest.

Application:	Liabilities - Bank Loan	150.00
Application:	Expenses - Interest to the Bank	50.00
Source:	Assets - Cash in the Bank	200.00

BANK NOTE

APPLICATION	SOURCE
(5) Principal paid 150.00	

CASH IN THE BANK

APPLICATION	SOURCE
	(5) Total Payment 200.00

INTEREST EXPENSE

APPLICATION	SOURCE
(5) Interest paid 50.00	

Remember that the reasoning is always the same, all money applied has a source. This is true for personal as well as business transactions. The only difference between accounting for yourself and that of large corporations is the number of transactions and the detail desired.

THE ACCOUNTING SYSTEM

Once you understand your objectives in establishing an accounting system, you may begin defining your chart of accounts with the amount of detail desired.

Obviously, we would all like to have the most complete and detailed information as possible. However, assembling this data usually requires some effort. For example, if you were to track your accounting information using a manual method, you should have, as general procedure, the following reports:

Chronological listing of transactions: This type of report is known as a "journal" because you record all monetary transactions - recording all applicable sources and applications for each.

Some companies like to have a journal for each type of transaction. For example, separate journals for purchases, sales, receivables, payables, and a general journal for transactions different from the preceding transactions.

The objective of having journals is to be able to group transactions by origin - giving you the ability to better reconstruct events affecting the finances of a business.

Classified Listing of Transactions by Account: In addition to good journal reports, it is very useful to have reports generated according to your accounts defined in your CHART OF ACCOUNTS.

If you were to create accounts for each "Parent," "Child," and in some cases, "Grandchild," you would have to repeat this work for each "branch" of the "family tree" in order to obtain the desired summary information at each level.

Once all the transactions for a period have been recorded, usually each month, it is necessary to create a report reflecting the current financial status or condition of the business. The reports that reflect this information are known as FINANCIAL STATEMENTS.

FINANCIAL STATEMENTS

Not being able to summarize financial information is as bad as not having any information at all. However with several logical methods, your mass of information can become crystal clear when reviewed. You can review the data by a chronological method which you would normally call your "daily entries or transactions." You can also review the information sorted by categories such as account number to see which accounts were affected by the daily transactions. This is referred to as Account Activity reports. When it comes to making important decisions about the financial health of a company it is best to step back and look at several general financial reports. The two most common are the Balance Sheet and the Income Statement.

BALANCE SHEET

This report is a summary of the balances in your Assets, Liabilities, and Equity/Capital accounts. It is referred to as a Balance Sheet due to the mandatory balance that occurs between your Assets and the sum of Liabilities and Equity/Capital. If you will recall we had previously explained that Assets minus Liabilities equal Equity/Capital. Therefore if presented in a formula it would look like this:

        ASSETS   LIABILITIES   EQUITY/CAPITAL
        20,000   -   15,000   =   5,000

and would be shown as follows which demonstrate the Balance:

        ASSETS   LIABILITIES   EQUITY/CAPITAL
        20,000   =   15,000   +   5,000

The Balance Sheet is a summary view of the account balances. As explained in our earlier example, this would be the "grandchild" level accounts and in some cases the "grandchildren" as in the following illustration:

Parent = Assets
Child = Current Assets
Grandchild = Cash in Banks
Great-Grandchild = Bank A, Bank B, etc.

The Balance Sheet will always present your financial status on the date that it was created. Therefore, the status of a Balance Sheet could totally change from one day to the next. In a case where you pay cash for an expensive piece of equipment then your asset makeup would change dramatically. Your current assets would have decreased with the reduction of cash, and your long term assets would have increased with the value of the equipment. The Balance Sheet becomes meaningful when used with the past Balance Sheets for comparison purposes.

INCOME STATEMENT

The Income Statement gives a totally different picture of the business. Its purpose is to summarize the revenue and expense accounts for a given period of time. Profit or Loss is the difference between the revenue during a period of time and the cost associated with that revenue or period.

If your revenue for that period is greater than your expenses then you will have an increase in equity and vice versa. This statement is also called a Profit or Loss Statement which represents the addition to equity/capital or the reduction of equity/capital.

The following examples show a Balance Sheet comparing the same date in two different years, and an Income Statement which corresponds to the same date. Although the two Balance Sheets have different amounts in many accounts, Assets still equal Liabilities plus Capital. The other item to note in the examples is that the summary information related to the net profit shown in the Balance Sheet will match the result of the Income Statement. Although the information between the two statements are vastly different they will always tie to each other through the profit and loss amount.

BALANCE SHEET AS OF DECEMBER 31 OF:

	1985	1986
ASSETS:		
Current Assets	1000	1250
Fixed Assets	3000	3500
Other Assets	500	400
	----------	----------
Total Assets	4500	5150
	======	======
LIABILITIES		
Accounts Payable	700	1300
Notes Payable	1000	800
	----------	----------
Total Liabilities	1700	2100
EQUITY		
Initial Capital	2500	2500
Profit	300	550
	----------	----------
Total Equity	2800	3050
	----------	----------
Total Liabilities and Equity	4500	5150
	======	======

INCOME STATEMENT FOR YEAR ENDING DECEMBER 31 OF:

	1985	1986
Sales	3500	5600
Cost of Goods Sold	2000	3000
	----------	----------
Gross Margin	1500	2600
General Expenses	1000	1600
	----------	----------
Profit from Operations	500	1000
Taxes	200	450
	----------	----------
Net Profit	300	550
	======	======

So now you have learned eight important elements of good financial control:

1. The principle reason to install a COMPLETE accounting system is the need for fast, accurate information that helps make decisions.

2. For five centuries the best method of accounting has been the "double entry" method; "to every debit there is a corresponding credit" or in other words "to every application of money there is a source of money."

3. To obtain the necessary financial information there are two types of reports: item-by-item in chronological order called "Daily Entries" and classified by "accounts."

4. The listing of all the accounts through five levels, i.e., Family, Parent, Children, Grandchildren, Great-grandchildren, is called a "Chart of Accounts."

5. The difference between the total Assets minus the total Liabilities equals Equity/Capital.

6. The information contained in Assets, Liabilities, and Equity/Capital are summarized in a financial statement called the Balance Sheet.

7. The difference between income and expenses in the same period is called a profit or loss. Profit will increase equity and a loss will decrease equity.

8. The Income Statement or Profit and Loss Statement shows the profit or loss of a company for a specified period of time (usually monthly and year-to-date).

Chapter 2
DAC-EASY ACCOUNTING
AN OVERVIEW

If you are new to accounting, the previous chapter should have helped you to understand the fundamentals. If you are more experienced in accounting, you probably will agree that although the explanation given was quite simple, the basic concepts covered provide the necessary understanding to efficiently process the financial information of your business with Dac-Easy Accounting.

Dac-Easy Accounting is the most complete, perfectly-integrated accounting package available. Dac's combination of power, ease-of-use, ease-of-installation, and flexibility is unmatched in the industry. Add to this our amazing price and you have it all.

Dac-Easy Accounting was designed to process your accounting without in-depth knowledge of accounting principles. Naturally, there are some routines that require you to understand some basic concepts to get the most out of the system. Remember that Dac Software, Inc. offers on a subscription basis the most complete and competitive support program in the accounting industry. Before beginning the operation of the program we suggest you review the following so you will be familiar with the wide variety of features and benefits of Dac-Easy Accounting.

The primary purpose of Dac-Easy Accounting is to give you a software program that is not transaction-oriented, but rather one that serves as your personal administrative assistant. Dac-Easy offers extremely easy data entry routines with tremendous flexibility. Yet the main strength of Dac-Easy is how it can provide you with instant information that is critical to making fast, accurate decisions on marketing, purchasing, inventory issues, etc. Dac-Easy has been designed to handle both service and inventory-based companies. The operation and logic of the system is the same for both. No matter what type of business you manage, Dac-Easy Accounting is ready to help you get the right decision-making information when you need it.

PERFECT INTEGRATION FOR ALL SEVEN MODULES

Dac-Easy Accounting includes all seven of the primary accounting functions. They are: General Ledger, Accounts Receivable, Accounts Payable, Inventory, Billing, Purchase Order, Budgeting, and Forecasting. The following diagram demonstrates how these modules interface:
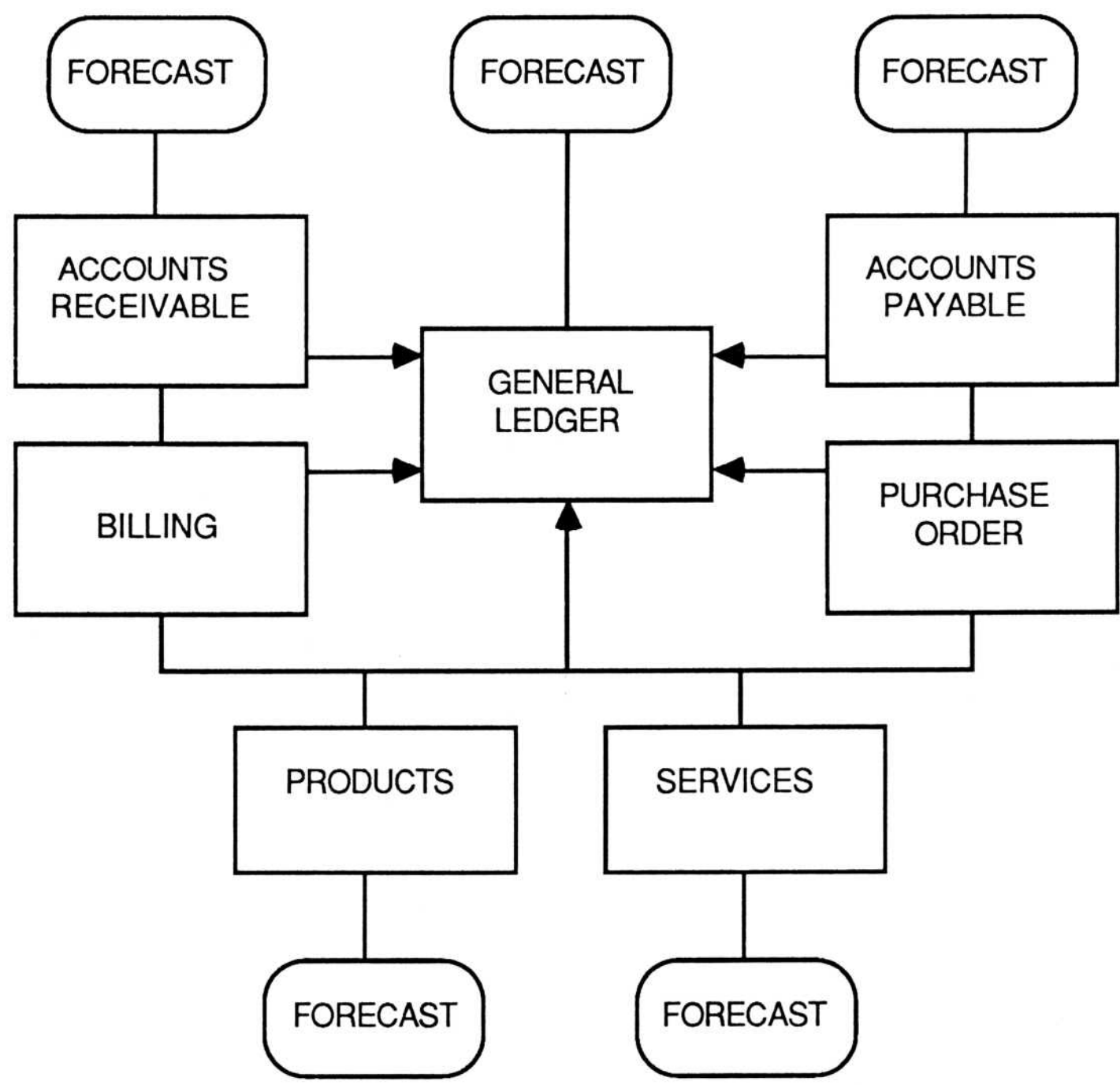
MENU BASED OPERATION

Dac-Easy Accounting is designed around a series of menus which make it easy to choose the task you need. The functions of each set of menus are common to each other and are easily selected by numerical entry or cursor control. Help is always just a keystroke away with the new context-sensitive help screens. Concise error messages also help you quickly enter your work. Naturally, each one of the perfectly-integrated modules can be password protected to keep your books from unauthorized personnel.

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├──────────────────────────────────────────────────────────────────────┤
│                                                                        │
│                           MAIN MENU                                    │
│                                                                        │
│                   1  General Ledger                                    │
│                   2  Accounts Receivable                               │
│                   3  Accounts Payable                                  │
│                   4  Purchase Orders                                   │
│                   5  Billing                                           │
│                   6  Inventory                                         │
│                   7  Reports                                           │
│                   8  Forecasting                                       │
│                   9  End of Period Routines                            │
│                  10  File Creation and Maintenance                     │
│                                                                        │
│                   Enter your selection ==>                             │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
└──────────────────────────────────────────────────────────────────────┘
  F1-Help   F3-File Utilities   F4-Change Date   ESC-Exit
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In the remainder of this chapter we will discuss the features of each individual module. You will quickly see that although Dac-Easy Accounting does the accounting exceedingly well, our unique strength is giving you fast accurate management information. We again recommend that you set up the complete accounting system to give you the best in management accounting. We will begin our module by module review with the Purchase Order module since most cycles begin with a purchase.

PURCHASE ORDER

The Purchase Order system enables you to control each of your vendors regardless of whether you purchase services, products, or both. This module is particularly helpful due to the complexities of multi-vendor relations that most companies face. With this purchasing module you will gain control over back-orders, price adjustments, duplicate purchase orders, etc.

As always, it is very important to set up your vendor files accurately and with logical codings for proper sorting. Your files should include all vendors of products in inventory as well as vendors who provide you with services such as consulting, utilities, travel, rents, etc. Once established, it is easy to update and add new records.

If you study the recommendations on how to properly code your vendors in the reference section, then you will have tremendous ability to sort and review potential suppliers based on a variety of circumstances.

ISSUING PURCHASE ORDERS

Not all purchases will require a purchase order, such as telephone bills, utilities, rent, and many other items purchased in advance. But a good rule is that "if you can issue a purchase order, do it."

Once vendors and products have been set up in the File Creation and Maintenance menu they are there forever unless you want to delete them. The time saved entering vendor names and addresses just once will be enormous. Once inside the purchase order routine, simply enter product codes to automatically display the product description and last purchase price. Thanks to perfect integration, your inventory system will automatically know which items are on order to prevent duplicate purchases.

If the purchase is for a service, non-inventory codes can be accessed with the same ability to modify line by line. In both the inventory and non-inventory categories you have the option to add unlimited commentary to each purchase order. For example you might wish to type "Confirming Order - Do Not Duplicate" on the purchase order.

You are now ready to print your purchase orders. Dac-Easy Accounting has the ability to print using plain or preprinted forms. As with all of our software, Dac Software, Inc. carries a full line of customized forms.

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┌─────────────┐   ┌─────────────┐   ┌─────────────┐
│ Vendor File │   │ Product File│   │ Service File│
└─────────────┘   └─────────────┘   └─────────────┘
       │                 │                 │
       └─────────────────┼─────────────────┘
                         ▼
              ┌─────────────────────┐
              │  Enter Purchase     │
              │  Orders             │
              │                     │
              │  Routine # 4.1      │
              └─────────────────────┘
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                 ┌──────────────┐
                 │    Print     │
                 │Purchase Orders│
                 └──────────────┘
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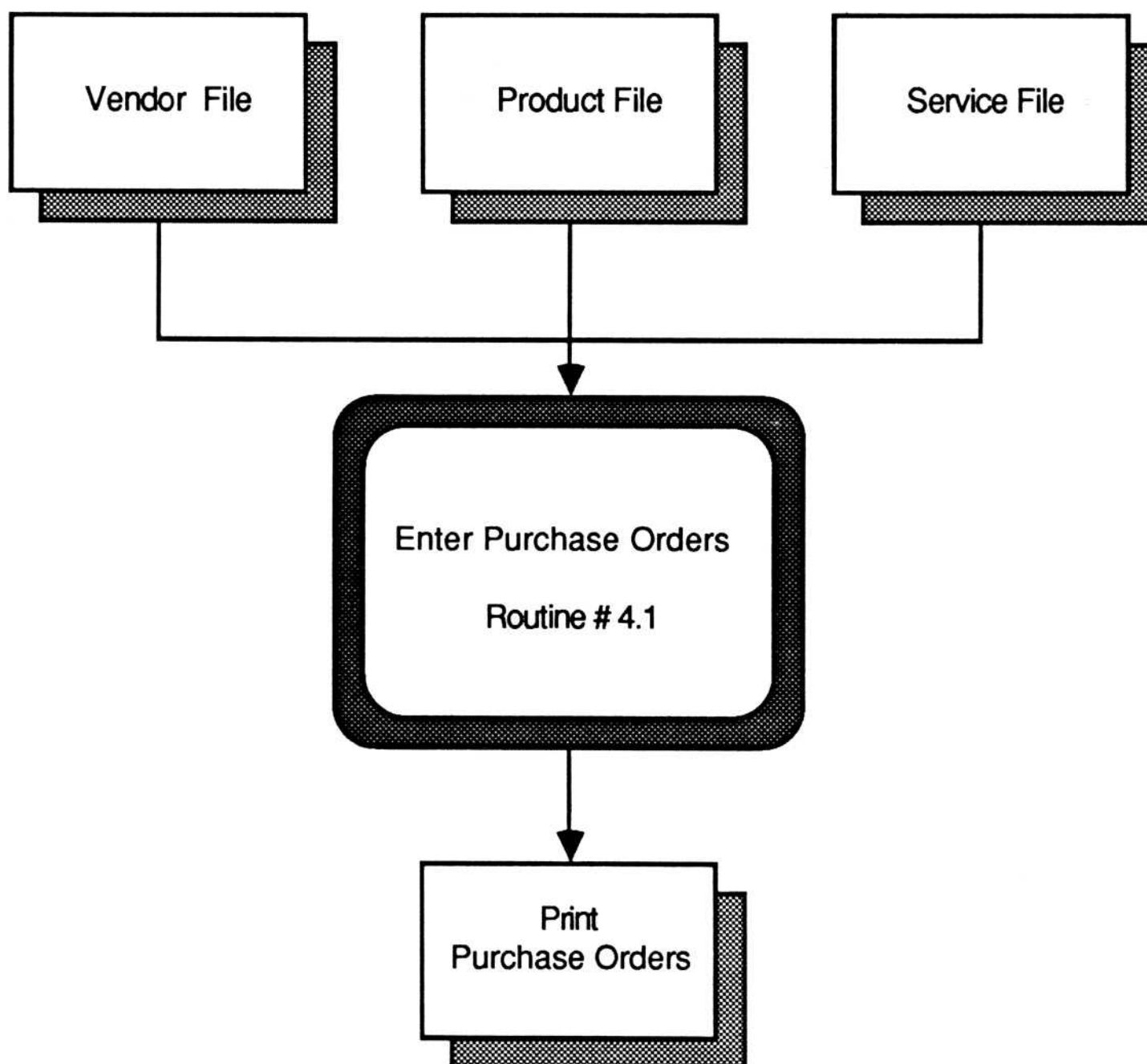
As you receive merchandise, you can recall each purchase order on the screen so you can enter the actual amount of products received in relationship to the original order. As in all routines, once you have entered the purchase order received, Dac automatically generates all procedures necessary to update the vendor's file as to amount due and on-hand inventory. The product file reports any products on back-order.

Full audit trails are provided in the form of chronological listings of both goods and services. If it is necessary to return goods or request a credit for services, then the purchase order system automatically handles the returns and adjusts your accounting.

In summary, you can control purchases from the moment a purchase order is made, having up-to-date vendor payables. You also have a complete three-year history on vendor purchasing for the purpose of price negotiation, forecasting cash requirements, etc.

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┌─────────────────────┐      ┌─────────────────────┐      ┌─────────────────────┐
│  Enter              │      │   Updates:          │      │  Enter              │
│  Merchandise        │─────▶│                     │◀─────│  Merchandise        │
│  Received           │      │   Vendor            │      │  Returned           │
│                     │      │   Open Invoice      │      │                     │
│  Routine # 4.2      │      │   File              │      │  Routine # 4.3      │
│                     │      │                     │      │                     │
│                     │      │   Product Stock     │      │                     │
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    ┌──────────────┐                                          ┌──────────────┐
    │  Print       │                                          │  Print       │
    │  Merchandise │                                          │  Merchandise │
    │  Received    │                                          │  Returned    │
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        ┌────────────────┐    ┌────────────────┐    ┌────────────────┐
        │  Update        │    │  Update        │    │  Update        │
        │  Product Stock │    │  Vendor        │    │  G/L Accounts  │
        │                │    │  Balances      │    │                │
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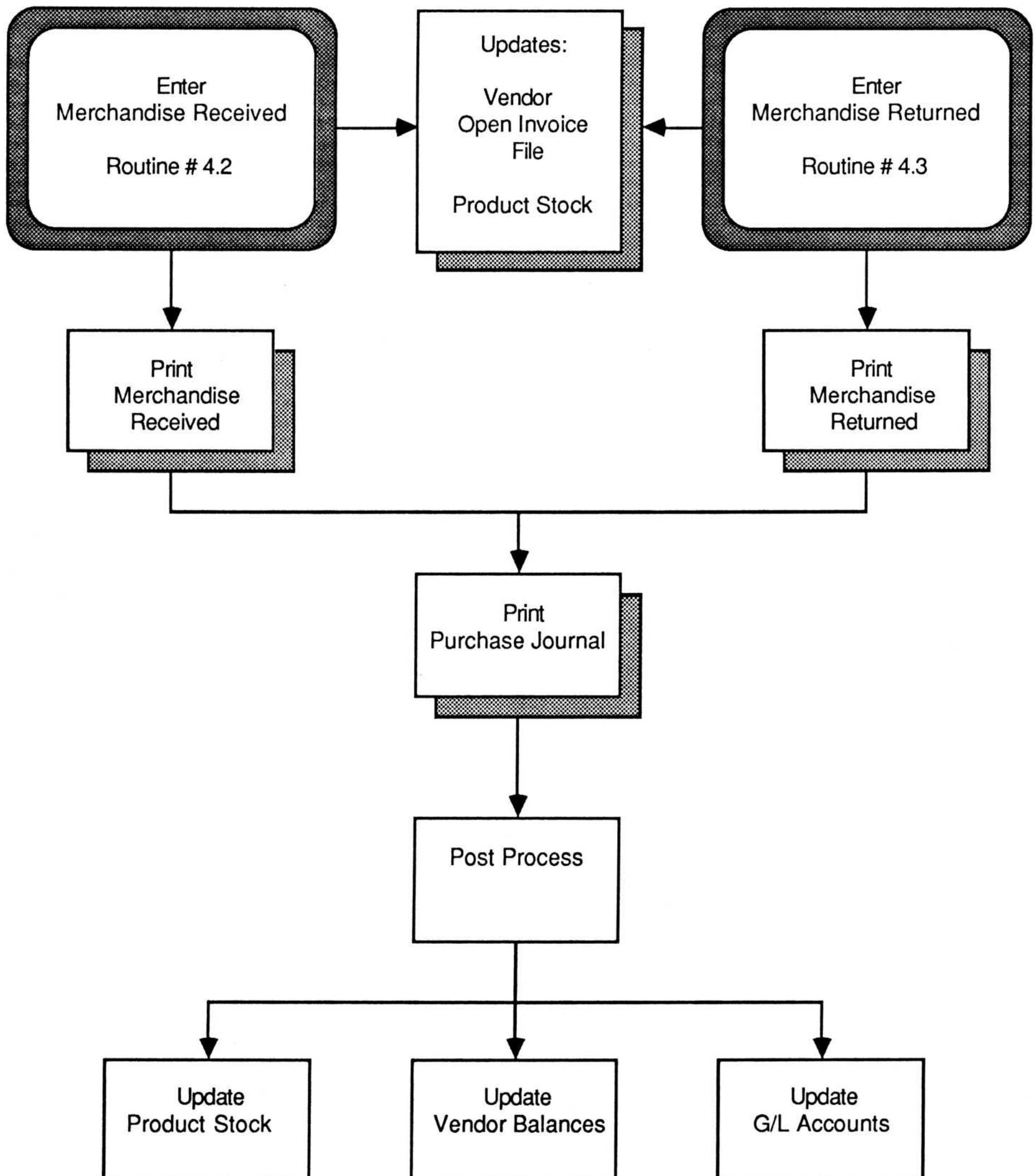
BILLING

Now comes the most enjoyable part of accounting, the billing process, which is the lifeblood of any business. The Billing module of Dac-Easy Accounting is very easy to use. Almost every business should use this module if they sell products or services. In the simplest of terms the Billing module notifies your customer of monies owed, provides proof of payment for your customer if paid in cash, controls sales tax, increases cash flow, facilitates packing and shipping products, updates inventory levels and gives an overall perspective of your customer's buying history. Combined with the Budget and Forecasting module, the Billing module also becomes a tremendous tool for setting sales quotas and for analyzing profitability by customer or product.

In a manual system the billing process is the most tedious, repetitive, and wasteful process in accounting. Why repeat every month the chore of typing manual invoices which contain the exact same information such as customer name, address, payment terms, ship-to address, etc. and then have to use a calculator to total each invoice? Even after all this work, you still have absolutely no management or historical information. With Dac-Easy Accounting the billing process is fun.

With the same effort you spend each month to manually invoice your customers you can set up your customer files. Your repetitive customers would each have their own individual records for payment terms, credit limits, historical information to determine buying patterns, etc. All one-time customers can be lumped into one general customer file to keep track of key management information without having to set up files on customers you will probably never see again.

If you sell products, you will naturally need to set up a product file which is entered in a similar manner as customer information. If you sell only services then you will still set up files on the types of services you offer so you don't have to repeat descriptions and calculate totals when you bill your customers.

Items that are neither product or service such as freight, insurance, duties, etc., or for non-recurring items such as disposal of assets, can also be handled by the Billing module.

Once your files have been created, it is easy to add your new customers each month. Processing your billing will now save you time instead of duplicating the same work each month. To prepare an invoice is as simple as entering a customer's code, and the product or service code purchased. The rest is automatic. Changes such as the "ship-to" address can be made immediately without changing the customer's file. Invoices will now take 1/10 the time to prepare without the errors so common to manual billing.

Another advantage of Dac's Billing module is you know immediately when you are in an out-of-stock situation. You always know in "real time" the available product and what is on order.

The presentation of your invoices and statements is very important. With Dac-Easy Accounting you have the unique ability to choose from three options depending on your budget and needs. You can print on plain paper, choose from 4 different styles of laser-printed invoices with headings customized by the billing system, or print your name and logo on our two-color forms for the best image. The choice is yours.

The perfect integration of Dac-Easy Accounting excels during the billing cycle. All data entered can be printed by customer, by invoice, or by product or service category depending on your needs. Automatically posted are your customers' balances due, sales statistics, profitability analysis by customer and product, and inventory adjustments. Finally, Dac-Easy Accounting will automatically update your general ledger with sales and cost of sales on a department-by-department basis. All this without knowing the first thing about accounting!

Unfortunately, you occasionally have to give someone's money back. Although it is not fun to refund money, it is easy with the Billing module. You can select plain paper or our preprinted credit memos using the same operation as preparing an invoice. Naturally these credit transactions will appear in the sales activity reports and the information will be automatically sent to the customer file, the product file, and the general ledger.

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┌─────────────┐   ┌─────────────┐   ┌─────────────┐   ┌─────────────┐
│  Data From  │   │Other Invoices│   │Cash Receipts │   │  Finance    │
│Billing Module│   │  and Misc.  │   │             │   │  Charges    │
│             │   │ Transactions │   │             │   │             │
└──────┬──────┘   └──────┬──────┘   └──────┬──────┘   └──────┬──────┘
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       │          ┌─────────────┐   ┌─────────────┐   ┌─────────────┐
       │          │  Accounts   │   │Cash Receipts │   │Finance Charge│
       │          │ Receivable  │   │  Journal    │   │  Journal    │
       │          │  Journal    │   │             │   │             │
       │          └──────┬──────┘   └──────┬──────┘   └──────┬──────┘
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       │                       │  Updates:   │
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┌─────────────┐              ┌─────────────┐
│             │              │             │
│Customer File│              │General Ledger│
│             │              │             │
└──────┬──────┘              └─────────────┘
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┌─────────────┐
│ Reports     │
│ Directories │
│ Labels      │
│ Aging       │
│ Cash Flow   │
│ Statements  │
│ Sales Reports│
└─────────────┘
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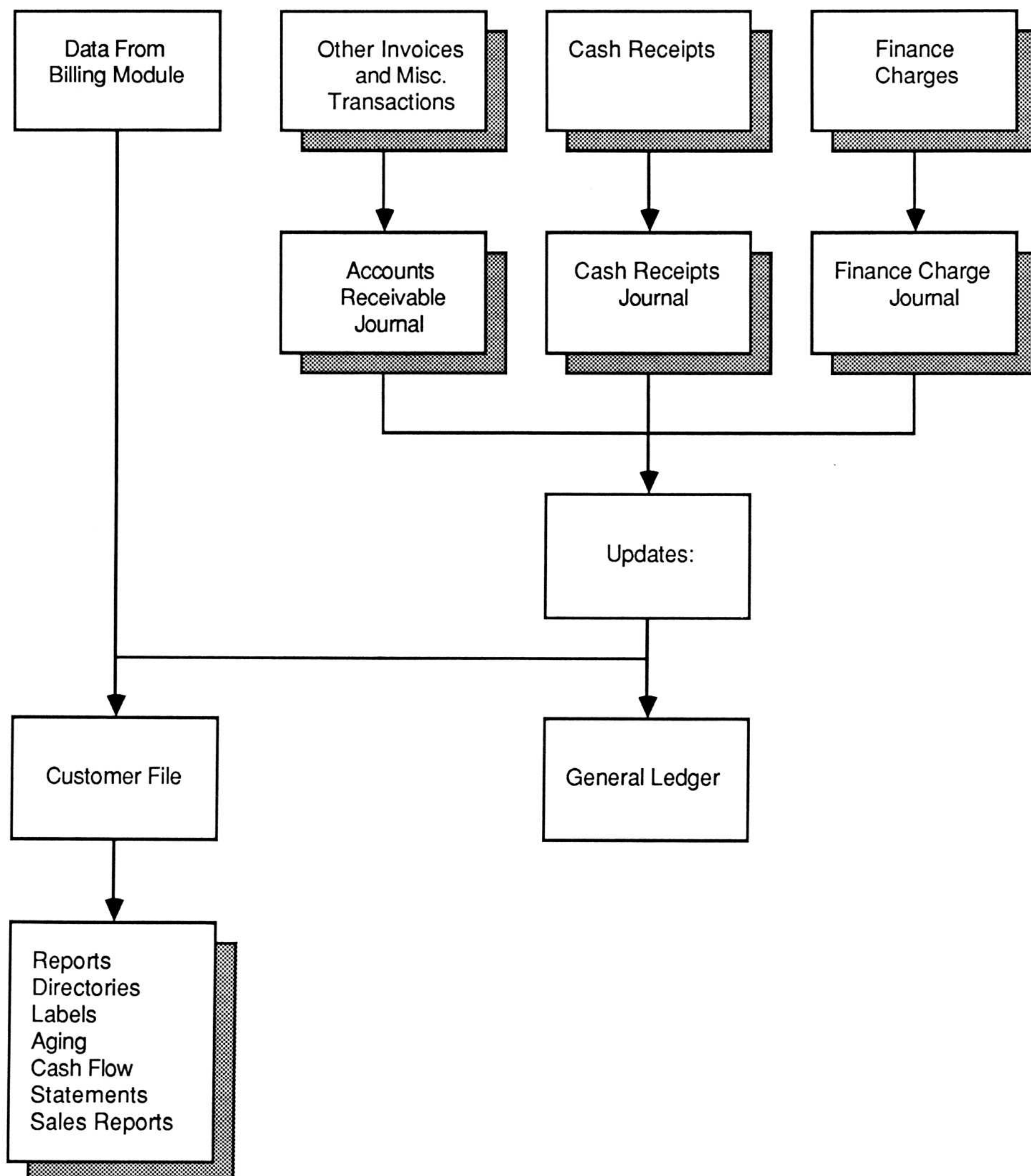
ACCOUNTS RECEIVABLE

The main objective of this module is to control the monies owed to you and to expedite their receipt. With Dac-Easy Accounting we have added a great deal more management information than most other receivable systems. With Dac's unique receivable module you can actually prepare automatic sales quotas by salesperson or customer, track buying trends, print mailing labels, forecast cash flow, and have up to three years of on-line history on every customer.

All of this information is available without any additional work. The data is automatically compiled from the normal process of everyday accounting. This is the main difference between Dac and other systems. We never look at processing accounting for accounting information only. We save the data and present it in the way your business needs to review it.

The Receivable module allows you to apply customer payments to specific invoices or to the oldest. It's your choice. You can override interest charges generated by the system, make adjustments, and print flexible aging reports.

Reports are one of the strengths of this module. At any given moment you can print customer statements, aging reports, cash flow, customer directories, mailing labels with sort options, sales reports by customer, etc. Just imagine the benefits of this type of flexible reporting. In seconds you can know which salesmen are the most profitable, which industries or types of customers are the most profitable, track industry or salesperson by customer payment history, cash flows that can be forecasted to the day, and much more. The benefits from this single module can make a big difference in the profitability of your business.

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┌─────────────┐   ┌─────────────┐   ┌─────────────┐   ┌─────────────┐
│ Customer File│   │ Product File│   │Services File│   │Miscellaneous│
│             │   │             │   │             │   │    File     │
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           ┌──────────────────────┴──────────────────────┐
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    ┌──────────────┐   ┌──────────────┐   ┌──────────────┐
    │              │   │   Updates    │   │              │
    │ Sales Return │──▶│Committed and │◀──│   Invoices   │
    │              │   │Customer Open │   │              │
    │              │   │   Invoice    │   │              │
    └──────────────┘   └──────────────┘   └──────────────┘
           │                                      │
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                    ┌──────────────┐
                    │ Sales Journal│
                    │              │
                    └──────────────┘
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                    ┌──────────────┐
                    │   Updates:   │
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      ┌───────────┬───────────┴───────────┬───────────┐
      │           │                       │           │
┌──────────┐ ┌──────────┐          ┌──────────┐ ┌──────────────┐
│Product   │ │Service   │          │Customer  │ │General Ledger│
│File      │ │File      │          │File      │ │              │
│Stock     │ │Sales     │          │Balance   │ │              │
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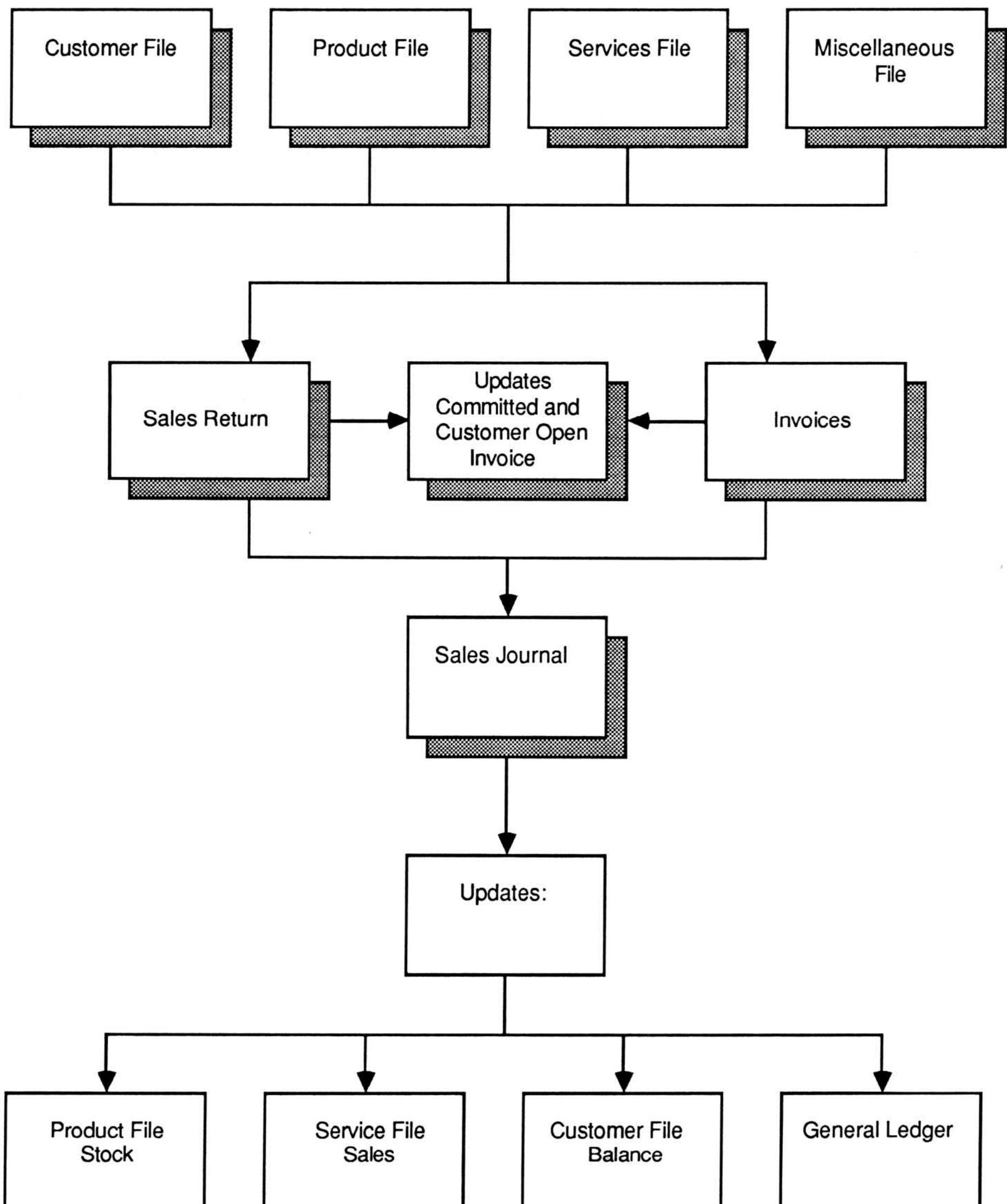
ACCOUNTS PAYABLE

Once you have created your vendor file and processed your purchase orders, you have done the major part of the work involved in the control of vendors. The last control item is to keep track of the money you owe to your vendors. This is the job of the Accounts Payable module.

Since you have already created a liability when you received merchandise or services, you should begin by entering vendor invoices for items which are not purchased through the purchase order system such as telephone bills, utilities, credit cards, bank loans, etc. This easy-to-use module allows you to enter each bill with the ability to allocate the amount to as many as 1000 accounts. This module also automatically calculates due dates for your payments and alerts you to any discounts available for early payment.

Issuing payments is fast and simple. You have the flexibility to withhold payment, take discounts, make partial payments, and record manual checks or generate computer-printed checks. If you choose to use preprinted checks then Dac offers a full line of customized checks that will show a more professional appearance plus make the check writing process faster and more accurate. Dac tracks both manual and computer checks and allows computer checks to be reprinted, automatically voiding the original checks.

A complete audit trail is provided including daily transaction lists, check registers, etc. With Dac-Easy's perfect integration the rest of the accounting system will be updated automatically.

Payable reports are a major plus with Dac-Easy Accounting. You can print aging reports, cash flow, vendor directories, mailing labels, and statistical reports on vendors.

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┌─────────────────┐   ┌─────────────────┐   ┌─────────────────┐   ┌─────────────────┐
│   Data From     │   │  Invoices and   │   │    Payments:    │   │    Computer     │
│ Purchase Order  │   │  Miscellaneous  │   │   Manual and    │   │ Printed Checks  │
│     Module      │   │     Charges     │   │   Electronic    │   │                 │
└─────────────────┘   └─────────────────┘   └─────────────────┘   └─────────────────┘
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         │                     │                     │            ┌─────────────────┐
         │                     │                     │            │ Checks-to-Print │
         │                     │                     │            │     Listing     │
         │                     │                     │            └─────────────────┘
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         │            ┌─────────────────┐   ┌─────────────────┐◄──────────┘
         │            │ Accounts Payable│   │    Payments     │
         │            │     Journal     │   │     Journal     │
         │            └─────────────────┘   └─────────────────┘
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┌─────────────────┐             │                 │
│                 │◄────────────│    Updates:     │
│   Vendor File   │             │                 │
└─────────────────┘             └─────────────────┘
         │                                │
         ▼                                ▼
┌─────────────────┐             ┌─────────────────┐
│  Directories    │             │                 │
│  Labels         │             │ General Ledger  │
│  Statements     │             │                 │
│  Aging          │             └─────────────────┘
│  Cashflow       │
│  Purchases      │
│  Payment Program│
└─────────────────┘
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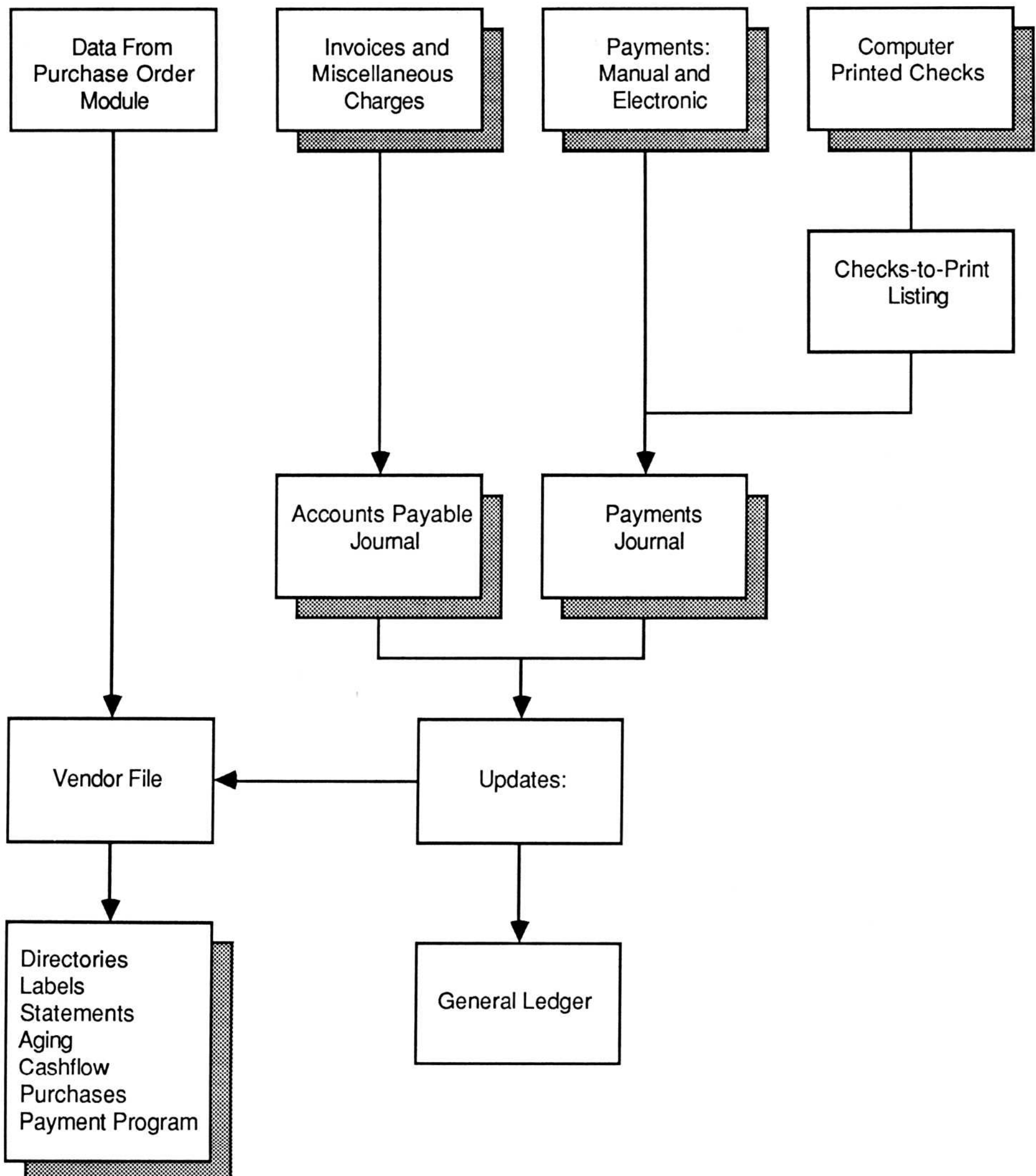
INVENTORY / SERVICES

If your business is product-oriented, you will love the features contained in the Inventory module. If you are primarily a service-oriented business, you will love the ease of billing and control of the sales of services.

You have already done most of the work required to use the inventory/service system when you set up your purchase order system and used the billing routines. All that is left is entering the physical inventory levels and you are ready to receive the best management information available.

Information is instantly available on which products sell best, which generate more profits, which have the best turns, etc. The sorting and printing options are unlimited. Price changes can be done automatically by vendor, or by category such as all those products with less than two turns, etc. You can also print product catalogs with encoded costs.

Physical inventory is a snap with Dac-Easy Accounting. Count sheets are automatically printed for convenience, comparison reports between physical and book inventory, and automatic adjustments. All inventory routines are executed with a few keystrokes.

Service-oriented businesses can take advantage of the special features developed to serve this market. Billing, statistical information, pricing, and many other service-related functions are performed quickly and easily.

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┌─────────────┐          ┌─────────────┐
│             │          │             │
│  Invoices   │◄────────►│ Services File│
│             │          │             │
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                         ┌─────────────┐
                         │  REPORTS:   │
                         │  Price List │
                         │  Activity   │
                         │  Sales      │
                         └─────────────┘
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                    ┌─────────────────────┐
                    │   Enter             │
                    │   Physical Inventory│
                    │   Count             │
                    │                     │
                    │   Routine # 6.3     │
                    └─────────────────────┘
                              │
                              ▼
┌─────────────────┐   ┌─────────────────┐
│ General Ledger  │◄──│  Post Process   │
└─────────────────┘   └─────────────────┘
                              │
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┌─────────────────┐   ┌─────────────────┐   ┌─────────────────┐
│ Purchase Orders │◄─►│  PRODUCT  FILE  │◄─►│   Invoices      │
└─────────────────┘   └─────────────────┘   └─────────────────┘
                          ▲        │
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                  ┌─────────────┐   ┌─────────────────────┐
                  │ Price       │   │ REPORTS:            │
                  │ Assignment  │   │ Catalogs            │
                  └─────────────┘   │ Price Listings      │
                                    │ Activity            │
                                    │ Sales               │
                                    │ Alert               │
                                    │ Count Sheets        │
                                    │ Comparatives        │
                                    └─────────────────────┘
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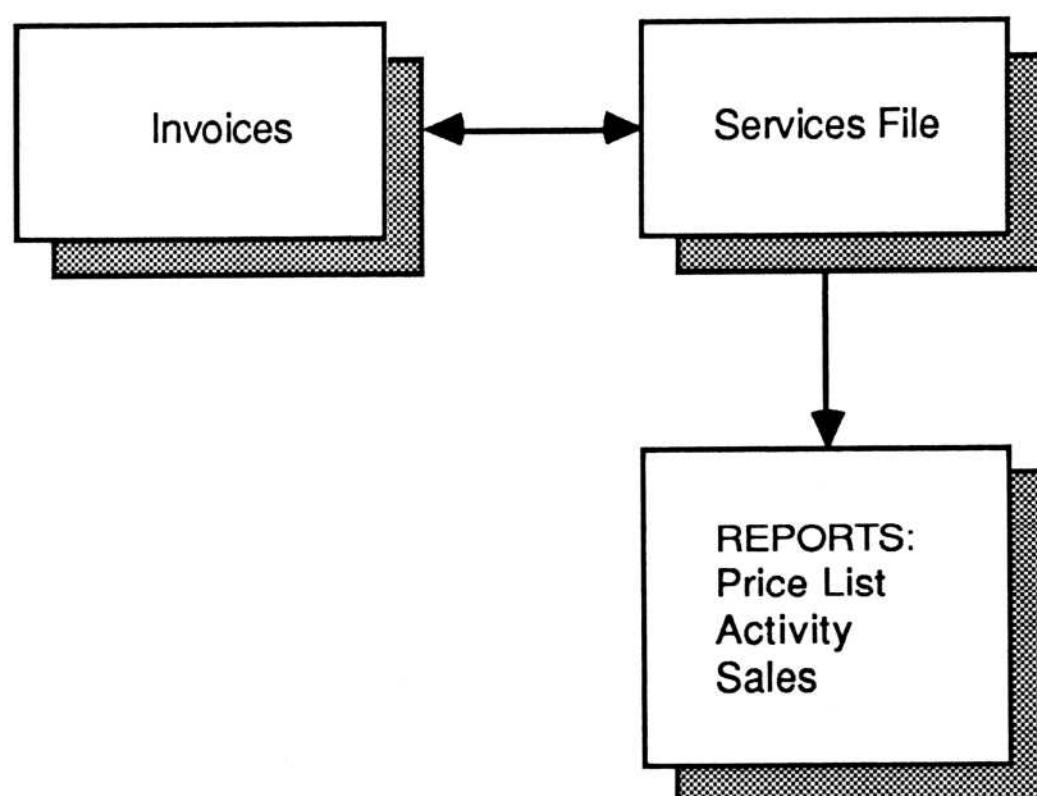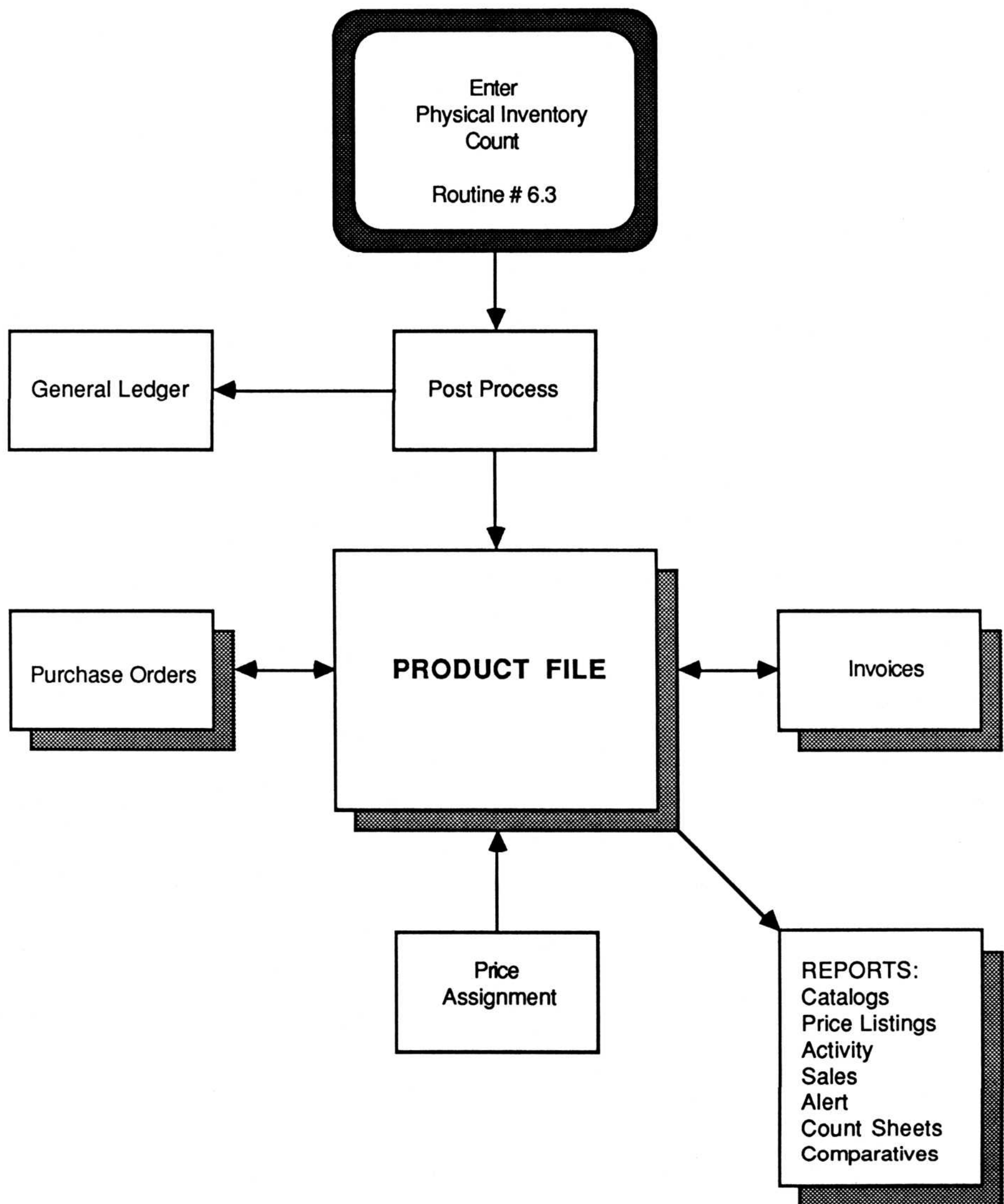
GENERAL LEDGER

The General Ledger is the heart of any accounting system. It allows you to create and control a listing of accounts which can be divided into levels for maximum control. Think of these levels as a family tree. The first level being the family; the second level the parents; the third, children; the fourth, grandchildren, etc. Dac-Easy Accounting accommodates up to five levels which will impress even the experts because this is the type of feature for which mainframe software is known.

With the General Ledger module you do not duplicate your efforts. During the normal operations of billing, purchases, payments, and payables, the general ledger will be constantly monitoring all activity and staying up-to-the-minute. Dac-Easy Accounting is so perfectly integrated that you need only enter in the general ledger transaction routine administrative activities such as depreciation, allowances for bad debt, etc.

We have included a sample chart of accounts which you may choose to use in part, its entirety, or not at all. Regardless of which chart of accounts you decide to use you will create it once and all other modules in the accounting system will draw their account activity and posting from the general ledger. As in all other primary modules Dac-Easy tracks three years of summary information on each account.

Important to every business are financial statements. With Dac-Easy you have the option to use the sample chart of accounts included, or design your own. We have also included for your convenience a set of financial statements which correspond to our sample chart of accounts. These reports include: Balance Sheet, Income Statement, and Statement of Changes in Financial Condition. You may use any of these standard reports as is, modify them to meet your own needs, or create your own. Also included with these reports are the most common financial ratios for analyzing such areas as liquidity, leverage, activity, and profitability.

If the General Ledger is the heart of the system, the Interface table is the brain. It contains the logic for each module to interface properly with all others. Naturally, you have the ability to set up your own interface accounts such as cost of goods sold, revenue, etc. However many will want to use our pre-installed interface chart which corresponds to our sample chart of accounts. This feature allows you to almost totally operate a complete accounting system without accounting experience.

As in the other modules, reporting capabilities are numerous. At any moment you can print daily activity reports, summary reports from all modules, chronological reports on monthly transactions, monthly detail reports by account showing all detail, and trial balance, etc. Dac-Easy Accounting gives you a complete audit trail plus the ability to select individual accounts for auditing purposes.

Another unique feature of Dac-Easy Accounting's general ledger module is the ability to keep two months open while continuing with the daily operations of the new month. This way your accounting doesn't get behind while you are trying to close the last month. When you are ready to close the books on a month, the system takes over and automatically performs the process. Year-end closings are also a snap with the system automatically closing out the revenue and expense accounts and updating the three year historical files.

Billing Posting Process	Purchase Order Posting Process	Accounts Receivable Posting Process	Accounts Payable Posting Process	Physical Inventory Posting Process

General Ledger Transaction Entry

Routine # 1.1

General Ledger Transaction File

REPORTS:
Journal
Activity Detail

Posting Process

Chart of Accounts

REPORTS:
Chart of Accounts
Trial Balance
Balance Sheet
Income Statement
Budgeting
Financial Ratios

BUDGETING AND FORECASTING

The biggest oversight of most accounting systems is their total disregard for historical information. Your past is the basis for proper management analysis. With Dac-Easy Accounting we save three years worth of historical information in each of the principal files (Chart of Accounts, Customers, Vendors, Products, and Services). In the Budgeting and Forecasting modules we have designed flexible forecasting methods to take advantage of this wealth of information.

Imagine preparing an expense budget by simply calling on history in different ways and at the press of a few keys you have the budget automatically. This is the power of Dac-Easy Accounting. You have the option to select all accounts, a range of accounts, or individual accounts - calculating the budget for each by using up to four different methods. Least square trend, trend, previous year, or a plus (+) or minus (-) percentage from the previous year, are the methods available. Budgeting or forecasting for yourself, your bank, or your investors was never easier.

We didn't limit budgeting and forecasting to just the financial areas of income, expenses, etc. With Dac-Easy Accounting, you have the ability to forecast sales quotas for your sales people, product usage for inventory management, and purchase forecasts for price and delivery negotiations. The list of possibilities is endless.

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┌─────────────────┐  ┌─────────────────┐  ┌─────────────────┐  ┌─────────────────┐  ┌─────────────────┐
│ General Ledger  │  │  Customer File  │  │   Vendor File   │  │  Product File   │  │  Services File  │
└─────────────────┘  └─────────────────┘  └─────────────────┘  └─────────────────┘  └─────────────────┘
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Statistical and Balance Information is updated and maintained automatically.

Forecasting Methods

| Previous Year | Percent | Trend | Least Square |

What-If Analysis

Final Forecast Reports
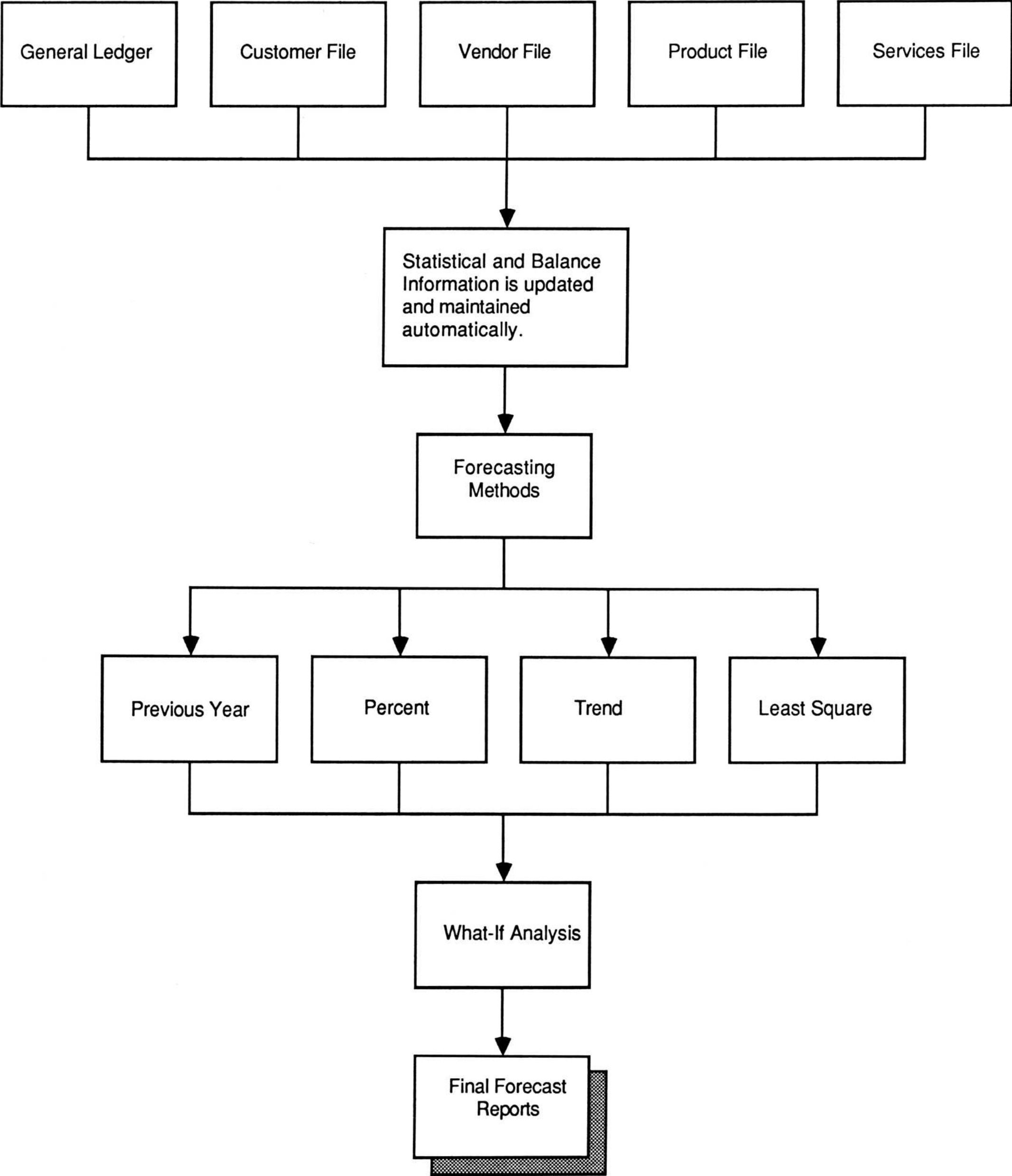
As we described each of the individual modules of Dac-Easy Accounting, it is clear that the uniqueness of the system is its perfect integration of accounting modules. This eliminates the duplication of efforts with the added benefits of tremendous management information. Dac-Easy Accounting is the most efficient, powerful, perfectly-integrated system in the world. It also happens to be the least expensive. Our philosophy is simple. To be the most profitable, successful accounting software developer and publisher in the industry we had to be the best selling. We combined price and performance. This philosophy has brought us from a start-up company in a crowded market to the leader in less than two years. Good luck in the installation of your award-winning software. We hope your business becomes more successful as a result of our efforts in business software and support.

Chapter 3
INSTALLING
DAC-EASY ACCOUNTING

The installation of Dac-Easy Accounting is fast, easy and even fun. We, however, need your help. There is some time and effort to be spent before you can start having the benefits and enjoyment from the system.

About now you are probably thinking to yourself "I'll just install the general ledger or just one of the modules and install the rest later." Please consider the following. You need all the features of Dac-Easy Accounting. In the long run, it will take longer to install the modules individually than it could with just the little extra preparation necessary to install all seven now. So spend that extra time, and get all the time and money savings from complete accounting.

Everything you need to know to operate Dac-Easy Accounting can be found in this manual. The "easy" in our name was not given without merit. No other accounting system is easier to install or to use in day-to-day operation than Dac-Easy. Accounting may not be your greatest love, but you will love the benefits of great accounting.

GETTING YOUR CURRENT DATA READY TO ENTER

If you are presently on a manual bookkeeping system, it is possible that your books are late, out-of-balance, or incomplete. If so, spend some time gathering the information that Dac-Easy needs. The more complete and thorough your preparation, the better. Just keep one thing in mind - if you wait until you have everything perfect before converting to the system, you may never catch up and consequently, never take the advantage of computerized accounting.

GETTING YOUR INFORMATION TOGETHER

CUSTOMER LIST

The following is a list of the minimum information required by Dac-Easy to process your accounts receivable:

CUSTOMER CODE
You most likely have assigned some type of code to each of your customers. Dac-Easy allows up to 6 characters for this purpose. If you have not already assigned these codes, be sure to assign meaningful codes. For example, **GYR** for Goodyear, or **C001**, **C002**, etc. for customers whose names begin with **C**.

CUSTOMER NAME, CONTACT, ADDRESS, CITY, STATE, ZIP
When preparing your customer list for entry into the system, try to organize it by city. Doing this will help to streamline data entry later as Dac-Easy will default the city, state, and zip code fields to those previously entered.

PAYMENT CONTROL
Dac-Easy allows control of customer balances invoice-by-invoice (open invoice method) or with a single balance forward from the previous month with the current invoices only (balance forward method). We recommend using the open invoice method because it provides you with the most complete information. However, you are free to select either method for each customer.

DISCOUNT PERCENT
The percent discount offered for early payment of invoices.

DISCOUNT DAYS
The number of days from the invoice date that early payment discounts are offered.

DUE DAYS
The number of days past the invoice date that invoices are due (regardless of discounts).

CREDIT LIMIT
The dollar credit limit extended to each customer.

SALES TAX RATE
Enter the tax rate used when billing each customer.

MONTHLY INTEREST RATE
The annual rate divided by 12 (enter 1.00 for 12 % annual).

40

VENDOR LIST

Prepare this list not only for those who sell your products but also for those who provide services such as the phone company, utilities, banks, etc. Review your checkbook to see who your vendors are. The data to include is:

VENDOR CODE
This code is identical to the way the customer code is prepared. Pick easy codes to remember. You may use up to 6 characters for this code.

VENDOR NAME, CONTACT, ADDRESS, CITY, STATE, ZIP
When preparing your vendor list for entry into the system, try to organize it by city. Doing this will help to streamline data entry later as Dac-Easy will default the city, state, and zip code fields to those previously entered.

PAYMENT CONTROL
Dac-Easy allows control of vendor balances invoice-by-invoice (open invoice method) or with a single balance forward from the previous month with the current invoices only (balance forward method). We recommend using the open invoice method because it provides you with the most complete information. However, you are free to select either method for each vendor.

DISCOUNT PERCENT
The percent discount offered for early payment of invoices.

DISCOUNT DAYS
The number of days from the invoice date that early payment discounts are offered.

DUE DAYS
The number of days past the invoice date that invoices are due (regardless of discounts).

CREDIT LIMIT
The credit limit extended to you by the vendor.

STATE SALES TAX
The vendor's state sales tax rate.

PRODUCTS IN INVENTORY

Be sure and list all those items you purchase even if you presently have none in stock.

PRODUCT CODE
Up to 13 alphanumeric characters are available for your product code (UPC - Universal Product Code uses 11 characters). Remember to use logical coding.

PRODUCT DESCRIPTION
You may use up to 20 characters to describe each product.

UNIT OF MEASURE, FRACTIONS IN THE UNIT
If you sold a product 10 to a case, you might use the word **CASE** to describe the unit of measure and the number 10 as the fraction. Use any 4 characters to describe the unit of measure. The fraction may be any integer from 1 to 1000.

SALES PRICE
Record this price from your current price list.

TAXABLE
Specify whether or not the product is taxable.

SERVICES

SERVICE CODE
Up to 13 alphanumeric characters are available for your service code. Remember to use logical coding.

PRODUCT DESCRIPTION
You may use up to 20 characters to describe each service.

UNIT OF MEASURE, FRACTIONS IN THE UNIT
If you wanted to bill services by the hour, you would enter the abbreviation **HRS.** as the unit of measure and enter the number 60 as the fraction. The fraction field is a very nice feature because later when you create an invoice to bill, say, 3 hours and 15 minutes, you would simply enter **3.15**. Dac-Easy knows that for this service, the fraction portion of the quantity represents 15/60ths of the price per hour. Use any 4 characters to describe the unit of measure. Enter an integer (1-1000).

SALES PRICE
Record this price from your current fee schedule.

CHART OF ACCOUNTS

Even if you decide not to use the standard chart of accounts we have prepared, we recommend you follow the design of the sample chart of accounts. If you are a novice to accounting, we suggest you use the sample chart of accounts as a starting point. Remember, you can erase, add new accounts or delete any you do not need.

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Dallas, TX 75244   Phone (214) 458-0038

CHART OF ACCOUNTS

Acct. #	Account Name	Acct. Type	Level	Type	General
1	Assets	ASSET	1	GENERAL	
11	Current Assets	ASSET	2	GENERAL	1
1101	Petty Cash	ASSET	3	DETAIL	11
1102	Cash In Banks	ASSET	3	GENERAL	11
11021	Checking Account	ASSET	4	DETAIL	1102
11022	Payroll Account	ASSET	4	DETAIL	1102
11023	Savings Account	ASSET	4	DETAIL	1102
1103	Cash Register Fund	ASSET	3	GENERAL	11
11031	Cash Register # 1	ASSET	4	DETAIL	1103
11032	Cash Register # 2	ASSET	4	DETAIL	1103
1104	Mktable Securities	ASSET	3	GENERAL	11
11041	Cert. of Deposit	ASSET	4	DETAIL	1104
11042	US Gover. Securities	ASSET	4	DETAIL	1104
11043	Other Securities	ASSET	4	DETAIL	1104
1105	Accounts Receivable	ASSET	3	GENERAL	11
11051	Accts Rec'ble Module	ASSET	4	DETAIL	1105
11052	Allow Doubtful Accts	ASSET	4	DETAIL	1105
1106	Other Receivable	ASSET	3	GENERAL	11
11061	Affiliated Company	ASSET	4	DETAIL	1106
11062	Employee Loans	ASSET	4	DETAIL	1106
11063	Officers Loans	ASSET	4	DETAIL	1106
11064	Other Receivable	ASSET	4	DETAIL	1106
1107	Inventory	ASSET	3	GENERAL	11
11071	Inventory - Module	ASSET	4	DETAIL	1107
11072	Allow Damage/Obsol.	ASSET	4	DETAIL	1107
12	Fixed Assets	ASSET	2	GENERAL	1
1201	Autos & Trucks Net	ASSET	3	GENERAL	12
12011	Original Value	ASSET	4	DETAIL	1201
12012	Accum. Depreciation	ASSET	4	DETAIL	1201
1202	Furniture & Fixt.Net	ASSET	3	GENERAL	12
12021	Original Value	ASSET	4	DETAIL	1202
12022	Accum. Depreciation	ASSET	4	DETAIL	1202
1203	Office Equipment Net	ASSET	3	GENERAL	12
12031	Original Value	ASSET	4	DETAIL	1203
12032	Accum. Depreciation	ASSET	4	DETAIL	1203
1204	Machinery & Eq. Net	ASSET	3	GENERAL	12
12041	Original Value	ASSET	4	DETAIL	1204
12042	Accum. Depreciation	ASSET	4	DETAIL	1204
1205	Building Net	ASSET	3	GENERAL	12
12051	Original Value	ASSET	4	DETAIL	1205
12052	Accum. Depreciation	ASSET	4	DETAIL	1205
1206	Other Fixed Assets	ASSET	3	GENERAL	12
12061	Original Value	ASSET	4	DETAIL	1206
12062	Accum. Depreciation	ASSET	4	DETAIL	1206
1207	Land-Original Value	ASSET	3	DETAIL	12
13	Deferred Assets	ASSET	2	GENERAL	1
1301	Organization Expense	ASSET	3	GENERAL	13
13011	Original Value	ASSET	4	DETAIL	1301
13012	Accum. Amortization	ASSET	4	DETAIL	1301
1302	Leasehold Improv.Net	ASSET	3	GENERAL	13
13021	Original Value	ASSET	4	DETAIL	1302

CHART OF ACCOUNTS

Acct. #	Account Name	Acct. Type	Level	Type	General
13022	Accum. Amortization	ASSET	4	DETAIL	1302
1303	Prepaid Expenses	ASSET	3	GENERAL	13
13031	Insurance	ASSET	4	DETAIL	1303
13032	Rent	ASSET	4	DETAIL	1303
13033	Interest	ASSET	4	DETAIL	1303
13034	Taxes	ASSET	4	DETAIL	1303
14	Other Assets	ASSET	2	GENERAL	1
1401	Deposits	ASSET	3	GENERAL	14
14011	Rent	ASSET	4	DETAIL	1401
14012	Leases	ASSET	4	DETAIL	1401
14013	Utilities	ASSET	4	DETAIL	1401
14014	Security	ASSET	4	DETAIL	1401
1402	Long Term Investment	ASSET	3	GENERAL	14
14021	Cert. of Deposit	ASSET	4	DETAIL	1402
14022	Other Long Term Inv.	ASSET	4	DETAIL	1402
2	Liabilities	LIAB.	1	GENERAL	
21	Short Term Liability	LIAB.	2	GENERAL	2
2101	Accts Payable-Module	LIAB.	3	DETAIL	21
2102	Notes Payable	LIAB.	3	DETAIL	21
2103	Accrued Payable	LIAB.	3	DETAIL	21
2104	Taxes Payable	LIAB.	3	GENERAL	21
21041	Payroll Taxes	LIAB.	4	GENERAL	2104
210411	Federal Income W/H	LIAB.	5	DETAIL	21041
210412	Fica W/H Employee	LIAB.	5	DETAIL	21041
210413	Fica W/H Employer	LIAB.	5	DETAIL	21041
210414	Futa	LIAB.	5	DETAIL	21041
210415	Suta	LIAB.	5	DETAIL	21041
210416	State Income W/H	LIAB.	5	DETAIL	21041
210417	City Income W/H	LIAB.	5	DETAIL	21041
210418	Disability Insurance	LIAB.	5	DETAIL	21041
21042	Sales Tax Payable	LIAB.	4	DETAIL	2104
21043	Property Tax	LIAB.	4	DETAIL	2104
21044	Franchise Tax	LIAB.	4	DETAIL	2104
21045	Foreign Tax	LIAB.	4	DETAIL	2104
21046	Income Tax Payable	LIAB.	4	GENERAL	2104
210461	Federal Income Tax	LIAB.	5	DETAIL	21046
210462	State Income Tax	LIAB.	5	DETAIL	21046
210463	City Income Tax	LIAB.	5	DETAIL	21046
21047	Other Tax Payable	LIAB.	4	DETAIL	2104
2105	Other Pyroll Payable	LIAB.	3	GENERAL	21
21051	Union Dues	LIAB.	4	DETAIL	2105
21052	Employee Charity	LIAB.	4	DETAIL	2105
21053	X'mas Fund Accrued	LIAB.	4	DETAIL	2105
2106	Dividends Payable	LIAB.	3	DETAIL	21
2107	Other Payable	LIAB.	3	DETAIL	21
22	Long Term Liability	LIAB.	2	GENERAL	2
2201	Mortgages Payable	LIAB.	3	DETAIL	22
2202	Notes Payable	LIAB.	3	DETAIL	22
2203	Current L/Term Liab.	LIAB.	3	DETAIL	22
2204	Other Long Term Liab	LIAB.	3	DETAIL	22
23	Deferred Liability	LIAB.	2	GENERAL	2

CHART OF ACCOUNTS

Acct. #	Account Name	Acct. Type	Level	Type	General
2301	Commit & Contingency	LIAB.	3	DETAIL	23
2302	Deferred Income	LIAB.	3	DETAIL	23
2303	Profit/Instalm.Sales	LIAB.	3	DETAIL	23
2304	Unearned Interest	LIAB.	3	DETAIL	23
3	Stockholders Equity	CAP.	1	GENERAL	
31	Capital Stock	CAP.	2	GENERAL	3
3101	Common Stock	CAP.	3	GENERAL	31
31011	Par Value	CAP.	4	DETAIL	3101
31012	Surplus	CAP.	4	DETAIL	3101
3102	Preferred Stock	CAP.	3	GENERAL	31
31021	Par Value	CAP.	4	DETAIL	3102
31022	Surplus	CAP.	4	DETAIL	3102
3103	Treasury Stock	CAP.	3	DETAIL	31
32	Retained Earnings	CAP.	2	GENERAL	3
3283	1983 Profit/(Loss)	CAP.	3	DETAIL	32
3284	1984 Profit/(Loss)	CAP.	3	DETAIL	32
3285	1985 Profit/(Loss)	CAP.	3	DETAIL	32
3286	1986 Profit/(Loss)	CAP.	3	DETAIL	32
33	Current Earnings	CAP.	2	DETAIL	3
4	Revenues	REV.	1	GENERAL	
41	Sales	REV.	2	GENERAL	4
4101	Sales Dept. 01	REV.	3	DETAIL	41
4102	Sales Dept. 02	REV.	3	DETAIL	41
42	Sales Returns	REV.	2	GENERAL	4
4201	Returns Dept. 01	REV.	3	DETAIL	42
4202	Returns Dept. 02	REV.	3	DETAIL	42
43	Shipping	REV.	2	GENERAL	4
4301	Freight	REV.	3	DETAIL	43
4302	Insurance	REV.	3	DETAIL	43
4303	Packaging	REV.	3	DETAIL	43
44	Financial Income	REV.	2	GENERAL	4
4401	Ints. Investments	REV.	3	DETAIL	44
4402	Finance Charges	REV.	3	DETAIL	44
4403	Dividends	REV.	3	DETAIL	44
4404	Purchase Discounts	REV.	3	DETAIL	44
45	Other Revenues	REV.	2	GENERAL	4
4501	Recovery Bad Debt	REV.	3	DETAIL	45
4502	Gain in Sale/Assets	REV.	3	DETAIL	45
4503	Miscellaneous	REV.	3	DETAIL	45
5	Total Expenses	EXP.	1	GENERAL	
51	Cost of Goods Sold	EXP.	2	GENERAL	5
5101	COGS Dept. 01	EXP.	3	DETAIL	51
5102	COGS Dept. 02	EXP.	3	DETAIL	51
52	Gen & Admin Expenses	EXP.	2	GENERAL	5
5201	Payroll	EXP.	3	GENERAL	52
52011	Wages	EXP.	4	GENERAL	5201
520111	Salaries	EXP.	5	DETAIL	52011
520112	Hourly	EXP.	5	DETAIL	52011
520113	Commisions	EXP.	5	DETAIL	52011
520114	Overtime	EXP.	5	DETAIL	52011
520115	Compensations	EXP.	5	DETAIL	52011

CHART OF ACCOUNTS

Acct. #	Account Name	Acct. Type	Level	Type	General
520116	Bonuses	EXP.	5	DETAIL	52011
520117	Other Wages	EXP.	5	DETAIL	52011
520118	Contract Labor	EXP.	5	DETAIL	52011
52012	Benefits	EXP.	4	GENERAL	5201
520121	Health Insurance	EXP.	5	DETAIL	52012
520123	Dental Insurance	EXP.	5	DETAIL	52012
520124	401(k) Plan	EXP.	5	DETAIL	52012
520125	Other Benefits	EXP.	5	DETAIL	52012
52013	Taxes	EXP.	4	GENERAL	5201
520131	Fica Employer	EXP.	5	DETAIL	52013
520132	Futa	EXP.	5	DETAIL	52013
520133	Suta	EXP.	5	DETAIL	52013
520134	Disability Insurance	EXP.	5	DETAIL	52013
520135	Other Payroll Taxes	EXP.	5	DETAIL	52013
5202	Maintenance	EXP.	3	GENERAL	52
52021	Autos & Trucks	EXP.	4	DETAIL	5202
52022	Furniture & Fixtures	EXP.	4	DETAIL	5202
52023	Office Equipment	EXP.	4	DETAIL	5202
52024	Machinery & Equip.	EXP.	4	DETAIL	5202
52025	Building	EXP.	4	DETAIL	5202
52026	Other Assets	EXP.	4	DETAIL	5202
5203	Depreciation	EXP.	3	GENERAL	52
52031	Autos & Trucks	EXP.	4	DETAIL	5203
52032	Furniture & Fixtures	EXP.	4	DETAIL	5203
52033	Office Equipment	EXP.	4	DETAIL	5203
52034	Machinery & Equip.	EXP.	4	DETAIL	5203
52035	Building	EXP.	4	DETAIL	5203
52036	Other Assets	EXP.	4	DETAIL	5203
5204	Amortization	EXP.	3	GENERAL	52
52041	Organization Expense	EXP.	4	DETAIL	5204
52042	Leasehold Improv.	EXP.	4	DETAIL	5204
5205	Rents and Leases	EXP.	3	GENERAL	52
52051	Autos & Trucks	EXP.	4	DETAIL	5205
52052	Furniture & Fixtures	EXP.	4	DETAIL	5205
52053	Office Equipment	EXP.	4	DETAIL	5205
52054	Machinery & Equip.	EXP.	4	DETAIL	5205
52055	Building	EXP.	4	DETAIL	5205
52056	Other Leases or Rent	EXP.	4	DETAIL	5205
5206	Assets Insurance	EXP.	3	GENERAL	52
52061	Autos & Trucks	EXP.	4	DETAIL	5206
52062	Furniture & Fixtures	EXP.	4	DETAIL	5206
52063	Office Equipment	EXP.	4	DETAIL	5206
52064	Machinery & Equip.	EXP.	4	DETAIL	5206
52065	Building	EXP.	4	DETAIL	5206
52066	Other Assets Insur.	EXP.	4	DETAIL	5206
5207	Travel & Entertain	EXP.	3	GENERAL	52
52071	Lodging	EXP.	4	DETAIL	5207
52072	Transportation	EXP.	4	DETAIL	5207
52073	Meals	EXP.	4	DETAIL	5207
52074	Entertainment	EXP.	4	DETAIL	5207
52075	Other Travel Expense	EXP.	4	DETAIL	5207

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             Dallas, TX 75244   Phone (214) 458-0038

CHART OF ACCOUNTS

Acct. #	Account Name	Acct. Type	Level	Type	General
5208	Shipping	EXP.	3	GENERAL	52
52081	Freight	EXP.	4	DETAIL	5208
52082	Insurance	EXP.	4	DETAIL	5208
52083	Packaging	EXP.	4	DETAIL	5208
52084	Duties	EXP.	4	DETAIL	5208
52085	Other Shipping Exp.	EXP.	4	DETAIL	5208
5209	Taxes (other)	EXP.	3	GENERAL	52
52091	Sales Tax/Purchases	EXP.	4	DETAIL	5209
52092	Property Tax	EXP.	4	DETAIL	5209
52093	Franchise Tax	EXP.	4	DETAIL	5209
52094	Other Taxes	EXP.	4	DETAIL	5209
5210	Consulting Fees	EXP.	3	GENERAL	52
52101	Accountants	EXP.	4	DETAIL	5210
52102	Legal	EXP.	4	DETAIL	5210
52103	Other	EXP.	4	DETAIL	5210
5211	Office Supplies	EXP.	3	DETAIL	52
5212	Telephone & Telegrph	EXP.	3	DETAIL	52
5213	Mail/Postage	EXP.	3	DETAIL	52
5214	Utilities	EXP.	3	DETAIL	52
5215	Alarms	EXP.	3	DETAIL	52
5216	Contribution/Donat.	EXP.	3	DETAIL	52
5217	Licenses/Permits	EXP.	3	DETAIL	52
5218	Memships/Dues/Subscr	EXP.	3	DETAIL	52
5219	Advertising	EXP.	3	GENERAL	52
52191	Broadcast Advert.	EXP.	4	DETAIL	5219
52192	Print Advertising	EXP.	4	DETAIL	5219
5220	Promotion	EXP.	3	GENERAL	52
52201	Catalogues	EXP.	4	DETAIL	5220
52202	Brochures	EXP.	4	DETAIL	5220
52203	Other Promotions	EXP.	4	DETAIL	5220
5221	Public Relations	EXP.	3	DETAIL	52
5222	Marketing Research	EXP.	3	DETAIL	52
5223	Bad Debt Loss	EXP.	3	DETAIL	52
5224	Inventory Losses	EXP.	3	DETAIL	52
5299	Other Expenses	EXP.	3	DETAIL	52
53	Financial Expenses	EXP.	2	GENERAL	5
5301	Credit Card Discount	EXP.	3	DETAIL	53
5302	Interest	EXP.	3	DETAIL	53
5303	Bank Charges	EXP.	3	DETAIL	53
5304	Sales Discounts	EXP.	3	DETAIL	53
5305	Agents Commisions	EXP.	3	DETAIL	53
5399	Other Financial Exp.	EXP.	3	DETAIL	53
54	Other Expenses	EXP.	2	GENERAL	5
5401	Cash Short	EXP.	3	DETAIL	54
5402	Loss on Sale/Assets	EXP.	3	DETAIL	54
5403	Miscellaneous Losses	EXP.	3	DETAIL	54
55	Income Tax	EXP.	2	GENERAL	5
5501	Federal Income Tax	EXP.	3	DETAIL	55
5502	State Income Tax	EXP.	3	DETAIL	55
5503	City Income Tax	EXP.	3	DETAIL	55
D	Journal Difference	OTHER	1	DETAIL	

Number of Accounts printed 255

INSTALLING DAC-EASY IN YOUR COMPUTER

During the following explanations we will use some common DOS (Disk Operating System) commands. Refer to your DOS manual for more information regarding DOS commands used in this procedure.

FLOPPY DISK USERS

STEP 1

Place your DOS disk into drive A: and close the drive door.

STEP 2

Turn on your printer, monitor, and computer.

STEP 3

Enter the time and date at the prompts. It is important to enter the actual date unless your computer does so automatically.

STEP 4

Be sure and have two new formatted disks. To learn how to format a disk, see your DOS manual. Label one - **Dac-Easy Program** and the other **Dac-Easy Data**.

STEP 5

Remove the DOS disk from Drive A and insert the disk labeled INSTALL from your Dac-Easy Accounting package. At the **A>** prompt, type **INSTALL** and press **ENTER**. Follow the instructions on the screen.

STEP 6

Store the Dac-Easy Accounting disk in a safe place. You should only use this disk to create working copies.

HARD DISK USERS

STEP 1

Turn on your printer, monitor, and computer. The hard disk must contain DOS.

STEP 2

Enter the time and date at the prompts. It is important to enter the actual date unless your computer does so automatically.

STEP 3

Place the disk labeled INSTALL from your Dac-Easy Accounting Package into drive A. At the **C>** prompt, type **A:INSTALL** and press **ENTER**. Dac-Easy will be installed automatically. Hereafter, you may access your accounting files by typing **DEA** from the program directory.

STEP 4

Remove the Dac-Easy Accounting program disk from drive A: and store it in a safe place. You should only use this disk to create working copies.

GENERAL OPERATIONAL PROCEDURES

To avoid a great deal of repetition in the manual, we will explain a few basic operational rules that apply throughout Dac-Easy.

CASE SENSITIVITY AND ALPHABETIC FIELDS
Dac-Easy Accounting will accept both upper and lower case responses. In Master Files such as Vendors, Customers, Products, and Accounts, the system will convert the Codes or ID numbers to upper case regardless of the case used when entered. For other alphabetical fields such as name, descriptions, addresses, etc, the cases you enter will be respected. We suggest you keep the CAPS LOCK key off.

NUMERIC FIELDS
The entry of all numerical data is done in the same way as you would enter numbers in a calculator. You don't have to enter digits to the right of the decimal point unless they are different than zero. If you do enter decimals enter the whole number first then enter the decimal point and then the decimal value. If the field allows negative values then you may enter a (-) sign before the numerical value. If negative values or decimals are not allowed then the entry will be automatically ignored.

ALPHANUMERIC FIELDS
If you exceed the predefined limits of each field the system will give you an error signal and the data will not be accepted. Also, some fields are mandatory. If you attempt to skip them in data entry an alarm will sound and an error message will prompt you.

THE 10-KEY NUMBER PAD
In most computers the numeric keypad has a dual function. One is for faster numerical entry and the second is for cursor control (the flashing hyphen on the screen). Typically the cursor movement is up, down, right, or left one character or field with the arrow keys, and to the beginning or the end of a field with the Home and End keys. To insert a character within a field, use the INS key and use the DEL key to delete the character at the cursor. It is best to keep the NUM LOCK switch off as is default when you turn the computer on. In this position the numeric keypad is used for cursor movement. Even in this position you can still enter numeric data by pressing the **SHIFT** key while entering the number desired. The reverse of this is also true, i.e., if the **NUM LOCK** is on then the number values are entered except if the **SHIFT** is pressed at the same time. In this case the cursor movement option is invoked.

ESC
The **ESC** key will normally cause you to leave the routine you are in and return to the previous menu. In some cases the **ESC** key is disabled to protect data from being lost during critical processes.

CTRL-X
By simultaneously pressing the **CTRL** key and the **X** key you remove any entries made to the screen. In all cases, you will return to the beginning field of the screen. You are then ready to re-enter data.

ENTER (RETURN)

This key accepts the data just typed and then moves the cursor to the next field. If it is the last field **ENTER** saves the data and returns the cursor to the first field.

BACKSPACE

This key will delete the character to the left of the cursor. If in the first position of a field an alarm will sound with no movement.

SPACE BAR

Aside from its normal operation of separating words, as on a typewriter, the **SPACE BAR** is used to toggle the selection through available options shown on the screen. Once the options are displayed, press the **SPACE BAR** until the desired option is highlighted and press **ENTER** to proceed.

FUNCTION KEYS

The function keys are the keys labeled **F1**, **F2**, etc. Dac-Easy Accounting uses function keys to speed up operations when necessary. You will always know when these function keys are available because they will be displayed at the bottom of each screen. Their use is summarized as:

F1 - Press it at any time to receive context-sensitive help. After review, press any key to return to the program.

F2 - This key has different assignments and when used will be referred to at the bottom of the screen in the status line.

F3 - This key will always take you directly to the File Utilities Menu from whatever menu or submenu you are using.

F4 - This key is available from the main menu and sub-menus and allows you to change the Dac-Easy Accounting date without exiting the program. This is especially useful when entering transactions that are several days behind yet you want the date that should have been entered.

F5 - This key is only available when entering Cash Receipts in the Accounts Receivable module or Enter payments when in the Accounts Payable module. The purpose of this key is to show the balance of a given invoice before and after payment.

F6 - Delete records. This key will always invoke a request for confirmation to delete.

F7 - Set-up of the beginning balances for products, customers, and vendors.

F8 - This key is used in Cash Receipts and Enter Payments for sorting data only.

F9 - This key is used in Cash Receipts and Enter Payments for automatic application of payments and for G/L, A/R and A/P transaction entry to default the complement transaction.

F10 - This key tells the system that you have entered all the information you want in a given record and wish to record the data. This option saves keystrokes when not all the fields will be entered, however, a warning message will appear if any of the fields omitted are mandatory.

CURSOR MOVEMENT KEYS

MENUS AND REPORT PRINTING

Dac-Easy Accounting is a menu-driven system in which options can be accessed one of two ways: First, all options are numerically identified and can be selected by entering its corresponding number and pressing **ENTER**; Second, you may select the desired option by using the arrow keys and **HOME** or **END** keys and pressing **ENTER**. The left and up arrow keys will move you up one option at a time and the down and right arrow keys will move you down one option at a time. **HOME** is used to go to the first option and **END** is used to go to the last option.

FILE CREATION AND MAINTENANCE

While editing or adding records in any of the five major files (General Ledger, Accounts Receivable, Accounts Payable, Products, Services) you can only move through the record one field per keystroke. This means the up arrow key moves the cursor to the previous field and the down arrow key moves the cursor to the next field. The **CTRL-HOME** moves the cursor to the first field and the **CTRL-END** key moves the cursor to the last field.

WITHIN A FIELD

The left arrow key moves the cursor to the left one position and the right arrow key moves the cursor to the right one position. The **HOME** positions the cursor at the beginning of a field while **END** positions the cursor at the end of a field. Once you have positioned your cursor within the field, press the **INS** key to insert the text desired. Once finished, press **INS** again. Press **DEL** to delete the character the cursor is on, or press **BACKSPACE** to delete the character to the left of the cursor.

DATA ENTRY ROUTINES

In all modules where line-by-line entries and transactions are made, the operation is the same. These routines include general ledger transactions, invoices, purchase orders, returns, checks to print, physical inventory, and financial statement formats. In these routines, the heading of the forms can be edited just like in the File Creation and Maintenance Routine. Once in the body of these routines (the line-by-line operations), use **ALT-D** to delete an entire line and the **ALT-I** to insert a new line.

DOS WINDOW

The Disk Operating System MS-DOS or PC-DOS (trademarks and copyright by Microsoft Corporation and International Business Machines Corporation respectively) is frequently needed while doing daily routines within Dac-Easy Accounting. To enable you to access DOS without leaving Dac-Easy we have designed a DOS WINDOW that allows you to exit Dac-Easy in the middle of various routines to access certain routines of DOS and then return to your exact position before exiting to DOS.

For example, you need to format several diskettes while you are in the middle of a Dac-Easy routine, all you need to do is enter **ALT-O** and the following message will appear:

Type "EXIT" to return to your program...

The IBM Personal Computer DOS
Version 3.10 (C)Copyright International Business Machines Corp 1981, 1985
(C)Copyright Microsoft Corp 1981, 1985

C:\DEA>

Now you are positioned at the DOS prompt and you can format a disk, copy disks, copy files, etc. Once you have finished your DOS task simply type the word **EXIT** at the DOS prompt and press the **ENTER** key. You will return to the exact position you left.

If you are using a floppy-disk system then the DOS diskette is probably not in your machine and when you press **ALT-O** the system will display:

Your "DOS" diskette must be in drive "A"

Insert the DOS diskette in drive A and press **ENTER** and the normal DOS prompt will appear. When finished with your DOS routine insert the Dac-Easy Accounting diskette back in drive A and type **EXIT** to return to the position you left.

DEFINING YOUR FILES

This routine reserves space in your hard disk for all your accounting data which avoids space conflicts with other programs. In a floppy disk system, this routine will allow you to verify there is enough space for all your files.

Floppy system users:
Insert the working copy of your program disk in drive A and your previously formatted data disk in drive B. At the A> prompt, type **dea**.

Hard disk system users:
Access the subdirectory containing your Dac-Easy program files (if the subdirectory is named "dea", you would type **cd\dea**. At the C> prompt, type **dea**.

The screen will display the Dac-Easy Accounting copyright - press **ENTER** to continue. The following screen will appear:

```
 02/28/87                    INSTALLATION                        LHP
 10:34 PM




      Program Drive:\Path is     C:\DEA

      Enter the Directory name for your data files :
      ->    FILES




      ┌──────────────────────────────────────────────────────────┐
      │ Please enter the directory where all your data files will be │
      │ stored.  You may select any valid directory at this time.    │
      │ If you have difficulty understanding directories, we suggest │
      │ that you use   B:   for a dual floppy drive system and   FILES │
      │ for a hard disk system.                                      │
      └──────────────────────────────────────────────────────────┘



 F1-Help  F10-Process  ESC-Exit
```

Answer the question as to what drive in which your accounting files will be stored. Normally, it will be C for hard disk systems. If you are using a two-disk system, the default answer will be drive B. Now enter the name for your sub-directory if using a hard drive. You may use up to 8 alphanumeric characters to identify your company's files. Use a name that is easy to remember, ie., FILES or an abbreviated company name. The screen will now display:

55

```
┌─────────────────────────────────────────────────────────────────┐
│  Data Directory      :    FILES                                   │
│                                                                   │
│                                                                   │
└─────────────────────────────────────────────────────────────────┘

      Please answer the following questions:

      How many Accounts in your chart of Accounts? .............
      How many Customers do you have? ..........................
      How many Vendo┌──────────────────────────────────┐.......
      How many Produ│                                  │.......
      What is the ma│ Do you want to use the sample    │day? .
                    │ Chart of Accounts (Y/N)    N     │
                    │                                  │
                    │                                  │
                    │                                  │
┌─────────────────  └──────────────────────────────────┘ ──────────┐
│     Note: your answers to the questions  above are used to estimate the │
│           size  of  your  Dac-Easy  Accounting  system files, and to    │
│           reserve space for them in your disk. It is not critical to be  │
│           100% accurate now since you will be able to change these file  │
│           sizes  later.  However,  we  recommend  that, if possible, you │
│           allow  enough  space  for your current files requirement plus  │
│           some expected growth.                                          │
└──────────────────────────────────────────────────────────────────┘

      F1-Help    F10-Process  ESC-Exit
```

If you wish to use the sample Chart of Accounts included with Dac-Easy Accounting, change the **N** to a **Y** and press **ENTER**. The computer will then display the instructions to transfer the Chart of Accounts, Financial Statements Format and the General Ledger Interface Table to your files' directory. If you are not using the sample Chart of Accounts, or when the system has finished copying the sample, the screen will display:

```
┌──────────────────────────────────────────────────────────────────┐
│  Data Directory      :   FILES                                     │
│                                                                    │
│                                                                    │
└──────────────────────────────────────────────────────────────────┘

        Please answer the following questions:

        How many Accounts in your chart of Accounts? .............        0
        How many Customers do you have? ..........................        0
        How many Vendors do you have? ............................        0
        How many Products and/or Services do you have? ...........        0
        What is the maximum number of Invoices you have per day? .        0


┌──────────────────────────────────────────────────────────────────┐
│      Note: your answers to the questions  above are used to estimate the │
│            size  of  your  Dac-Easy  Accounting  system files, and to    │
│            reserve space for them in your disk. It is not critical to be  │
│            100% accurate now since you will be able to change these file  │
│            sizes  later.  However,  we  recommend  that, if possible, you │
│            allow  enough  space  for your current files requirement plus  │
│            some expected growth.                                          │
└──────────────────────────────────────────────────────────────────┘
    F1-Help    F10-Process   ESC-Exit
```

You will only have to answer these five simple questions:

1. How many accounts in your Chart of Accounts? If you are using the sample included with Dac-Easy the answer will appear automatically. If you are going to custom create your own Chart of Accounts enter the number you believe you will need. Use our sample as a guide but remember to count only general ledger accounts not the number of vendors, customers, invoices, etc.

2. How many customers do you have? Enter the number which includes all present customers and add 20% for growth. You should have already prepared this list.

3. How many vendors do you have? Enter the number which includes all present vendors and add 20% for growth. You should have already prepared this list.

4. How many products and/or services do you have? Enter the total number of both product and service items you offer plus 20% for growth.

5. What is the maximum number of invoices you have per day? Enter the largest number of invoices that you might bill out in a single day. Again add a safety margin of at least 20%.

If you need to change any of the figures entered, move to the desired field to delete and re-enter. If you have entered everything correctly, press **F10** and the screen will display:

```
Data Directory    :    FILES
```

```
Please answer the following questions:

How many Accounts in your chart of Accounts? ..............   300
How many Customers do you have? ...........................   200
How many Vendors do you have? .............................   100
How many Products and/or Services do you have? ............   200
What is the maximum number of Invoices you have per day? .    30
```

```
        Total Space Required --> 373,790
        Total Space Available -> 14,514,176
```

START CREATING YOUR FILES NOW (Y/N) ?

In this screen Dac-Easy Accounting calculates the number of characters or bytes which will be required for the system files and the total space available in the disk. After making these calculations, Dac-Easy will prompt for confirmation. Press **Y** to continue. If you wish to correct any entry on the screen, press **N** and re-define the estimates.

If you attempt to create the files when there is not enough room then the system will automatically return to the beginning of this routine. If you need the numbers assigned and there is not enough space you will have to increase your disk storage before using Dac-Easy Accounting. This can be done by adding a higher capacity disk drive or a hard disk if using a floppy system.

Once you answer **Y**, the system will begin the initialization of files and a file with the name DEA.CIA will be created. This file contains the location of your files. If you accidentally erase this file, you may access your files by typing **DEA**, space, and the drive and/or path of your data files. Once this process is finished, the main menu will be displayed.

If you are finished with file definitions, press **ESC** from the main menu and the screen will display the following prompt:

```
┌─────────────────────────────────────────────────────────────────────────┐
│ 02/28/87              DAC EASY Accounting 2.0                        LHP │
│ 10:43 PM                                                                 │
├─────────────────────────────────────────────────────────────────────────┤
│                                                                          │
│                                                                          │
│                                                                          │
│                   ┌──────────────────────────────────┐                   │
│                   │                                  │                   │
│                   │                                  │                   │
│                   │   Do you want to Exit (Y/N)   Y  │                   │
│                   │                                  │                   │
│                   │                                  │                   │
│                   └──────────────────────────────────┘                   │
│                                                                          │
│                                                                          │
│                                                                          │
└─────────────────────────────────────────────────────────────────────────┘
  F1-Help  F3-File Utilities  F4-Change Date  ESC-Exit
```

Press **ENTER** to exit Dac-Easy Accounting or press **N** if you want to return to the Main Menu. You are now ready to begin entering you data.

MULTI-COMPANY ACCOUNTING

Dac-Easy has the ability to process the accounting for several companies on your hard disk without having to copy the program disk into each company's subdirectory. Using this feature is simple - just type the desired path name of the subdirectory where you would like your data stored when you load Dac-Easy. For example, if you wanted your files stored in a subdirectory named **DATA**, within your program subdirectory, type the following at the DOS prompt to create and later access these files:

   C>DEA DATA

If your program files are in a subdirectory named "dea", then this command will create a subdirectory named DATA within the subdirectory named DEA (unless DATA already exists). See your DOS manual for more information concerning path names and subdirectories.

DAILY LOG-IN ROUTINE

If you have a floppy disk system:
    Step 1... Place the DOS diskette in drive A

    Step 2... Turn on the monitor, the printer and the computer.

    Step 3... Enter the date and time at the prompts provided, place the Dac-Easy
             Accounting program disk in Drive A and the files disk in Drive B. Be
             sure and close the disk drive doors.

    Step 4... At the DOS prompt type: **DEA**

If you have a hard disk system:
    Step 1... Turn on the monitor, the printer and the computer.

    Step 2... Update the time and date if prompted by the computer to do so.

    Step 3... Select the subdirectory containing your Dac-Easy program files. If this
             subdirectory were named "dea", you would type **cd\dea**

    Step 4... At the **C>** prompt, type **DEA**

After a few seconds the Copyright screen will appear. Press any key and the Main
Menu will appear.

```
02/28/87                    DAC EASY Accounting 2.0                        LHP
10:44 PM


                              MAIN MENU

                     1   General Ledger
                     2   Accounts Receivable
                     3   Accounts Payable
                     4   Purchase Orders
                     5   Billing
                     6   Inventory
                     7   Reports
                     8   Forecasting
                     9   End of Period Routines
                    10   File Creation and Maintenance

                    Enter your selection ==>




  F1-Help  F3-File Utilities  F4-Change Date  ESC-Exit
```

FILE CREATION AND MAINTENANCE MENU

We have already explained the steps required to prepare the basic data necessary to begin using Dac-Easy Accounting. You also have a general overview of the Command keys, Cursor Control Keys and Function Keys. You have also by now defined your files and logged-in to the system. Next we will detail the steps needed to use the material you prepared for each file.

After loading Dac-Easy Accounting, select option number 10 - File Creation and Maintenance. The screen will display:

```
03/03/87              DAC EASY Accounting 2.0                      LHP
05:57 PM                 Your Company's Name
══════════════════════════════════════════════════════════════════════
                  FILE CREATION AND MAINTENANCE

   GENERAL LEDGER                       ACCOUNTS RECEIVABLE/PAYABLE

   1  Chart of Accounts                 7  Customers File
   2  Financial Statements              8  Vendors File
   3  G/L Interface Table               9  Messages File
                                       10  Statement Messages


   INVENTORY/SERVICES                   COMPLETE SYSTEM

   4  Products File                    11  Company ID.
   5  Services File                    12  Invoice/P.O. Numbers
   6  Define Cost System               13  Billing/P.O Codes Table

                   Enter your selection ==>

```

F1-Help F3-File Utilities F4-Change Date ESC-Exit

GENERAL LEDGER

1. Chart of Accounts
2. Financial Statements
3. G/L Interface Table

If you decided to use the sample Chart of Accounts which we provided then the three routines above have already been automatically created. You may go directly to the next section (page 86).

CHART OF ACCOUNTS

Before we explain the best possible way to set up your chart of accounts, it is important that you understand the concepts and advantages of a good multi-level account structure.

Dac-Easy Accounting provides up to five levels of accounts. Each level provides a different degree of detailed information. For example, level 1 may contain Assets in which a single account reflects the balances of all asset accounts. Level 2 could contain accounts that represent different groups of assets (i.e. current assets and fixed assets). Level 3 would contain all sub-accounts for current assets, fixed assets, etc. For example, some level 3 detail accounts for current assets could be Petty Cash, Cash in Banks, Accounts Receivable, Accounts Payable, and Inventory. If you wanted to know how much cash you had deposited in banks, you would simply consult the appropriate level 3 account. Level 4 provides even more detail if desired, for example, you could create level 4 accounts for each bank in which you have deposits.

The previous examples demonstrate the objective of the multi-level concept, that is, each level gives you a different degree of detailed information. To provide this kind of multi-level information with a manual system would require a great deal of duplicated effort as well as introduce possible errors due to manual entry. With Dac-Easy Accounting, you enter the information once - at the lowest level. The system then automatically passes this information to each higher level. In the preceding example a transaction to a particular bank account (level 4) would also automatically update Cash in Banks (level 3), Current Assets (level 2), and Assets (level 1). Those accounts that receive transactions directly (level 4 in the case of the bank example) are **DETAIL** accounts. Accounts that automatically receive information from detail accounts are **GENERAL** accounts.

It is not necessary that all accounts use all levels. For example, if you only use one bank account for your business, you would only use three levels (1=Asset, 2=Current Assets, 3=Cash in the Bank). In this case level 3 would be the detail account and levels 1, and 2 would be general accounts. You have complete flexibility to detail your accounting information. It is possible that with some accounts you will only need two levels, in others three, in some four, and in rare instances five. Just remember that the lowest level account is the detail account - all others are general accounts.

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All accounts from level 2 to 5 must have a designated general account to pass information. A level 5 account must pass information to a level 4 account. A level 4 account must pass information to a level 3 account and so on. **Only level 1 accounts are not required to pass information to another general account - they are the accounts of the highest level.**

The lowest level are detail accounts and only this type of account may receive debits and credits directly.

Take a few moments to review the sample Chart of Accounts on page 44 for a complete picture as to how multi-level accounting works.

In our sample, Asset accounts go to the fourth level while Liabilities usually go to the third level. In cases where a lot of detail is desired such as Expenses you would go to four or five levels.

In Equity/Capital accounts, there is usually no more than two levels. These accounts are used to list such items as paid-in capital (stock), retained earnings, and the profit or loss for the year.

In this easy-to-use routine you will set up the most important part of your accounting system. Good Chart of Account setup is the key to good information.

Dac-Easy Accounting has the ability to control all elements of the Chart of Account creation. Dac knows to enforce the rules of multi-level accounts and will alert you when you abort them. If you attempt to enter an account which does not match with the family tree then Dac-Easy will reject the entry and give you the reason why. When you select option 1 Chart of Accounts the screen will display:

```
┌─────────────────────────────────────────────────────────────────────┐
│ 03/01/87              ACCOUNTS FILE MAINTENANCE                   LHP │
│ 12:22 AM                                                             │
├─────────────────────────────────────────────────────────────────────┤
│ Account Number         :                                            │
│ Account Name           :                                            │
│ General or Detail (G/D) :                                           │
│ Account Level (1-5)    :                                            │
│ General Account        :                                            │
│ Previous Balance       :         0.00                               │
│ This Period Balance    :         0.00                               │
│ Current Balance        :         0.00                               │
│                                                                     │
│                                                                     │
│ ══════════════════════ HISTORICAL INFORMATION ═══════════════════ │
│                                                                     │
│ HISTORICAL INFORMATION          BALANCE     VARIANCE    % CHANGE    │
│                                                                     │
│ Year before last      :          0.00                              │
│ Last Year             :          0.00         0.00        0.00      │
│ Current YTD           :          0.00         0.00        0.00      │
│ Forecast at end year  :          0.00         0.00        0.00      │
│                                                                     │
└─────────────────────────────────────────────────────────────────────┘
F1-Help   F6-Delete   F10-Process   ESC-Exit
```

ACCOUNT NUMBER

Use up to six alphanumeric characters to identify your account. Use a logical coding system - for example, the accounts that begin with 1 to identify assets, 11 current assets, 2 liabilities, 21 short term liabilities, etc. Follow our sample to design your own chart of accounts.

ACCOUNT NAME

Use up to 20 alphanumeric characters for the name.

GENERAL or DETAIL (G/D)

Enter **G** or **D**. DETAIL accounts are those which directly receive the debits and/or credits through transaction entry and are always the lowest in the family tree. GENERAL accounts receive information from "lower-level" general accounts or detail accounts.

ACCOUNT LEVEL (1-5)

Enter the account level 1 through 5. Level 1 accounts must be created first, then level 2, and so on.

GENERAL ACCOUNT NUMBER: Every account with the exception of level 1 accounts has a GENERAL account where its data is sent. Enter the account number that is going to receive this account's transaction. The GENERAL account must be the next higher level and the same type. It must have been created before the lower level account. If you fail to follow these steps, the account number will be rejected.

All other fields will be updated by the system automatically. For more detailed information, see the reference section of this manual.

After entering each first level account, the system will prompt you to select the "family" for the account (Assets, Liabilities, Capital, Revenue, Expenses, or Other). Select the appropriate "family" or account type by pressing the first letter corresponding to the desired account type as shown in the screen below:

```
┌─────────────────────────────────────────────────────────────────────┐
│ 03/01/87              ACCOUNTS FILE MAINTENANCE                   LHP │
│ 12:22 AM                                                             │
│═════════════════════════════════════════════════════════════════════│
│ Account Number        : 1                                            │
│ Account Name          : Assets                                       │
│ General or Detail (G/D)  : G                                         │
│ Account Level (1-5┌──────────────────────────────────────┐          │
│ General Account   │                                      │          │
│ Previous Balance  │   ASSET     LIABILITY  CAPITAL       │          │
│ This Period Balanc│   REVENUE   EXPENSE    OTHER         │          │
│ Current Balance   │                                      │          │
│                   │   Make your selection by entering    │          │
│                   │   the first letter of one of the     │          │
│ ══════════════════│   types above :     A                │══════════│
│                   │                                      │          │
│ HISTORICAL INFORMA│                                      │  CHANGE  │
│                   │                                      │          │
│ Year before last  │                                      │          │
│ Last Year         │                                      │   0.00   │
│ Current YTD       └──────────────────────────────────────┘   0.00   │
│ Forecast at end year  :          0.00          0.00          0.00    │
│                                                                     │
└─────────────────────────────────────────────────────────────────────┘
 F1-Help  F6-Delete  F10-Process  ESC-Exit
```

G/L INTERFACE TABLE

The G/L interface table controls the perfect integration between the modules of Dac-Easy Accounting. In this routine, you will assign the account numbers which will be used by the various modules of the system when posting the general ledger.

If you have decided to use your own chart of accounts rather than use the sample provided with the system, you must first create it before entering this routine.

```
┌─────────────────────────────────────────────────────────────────────────┐
│ 03/01/87              G/L INTERFACE TABLE                          LHP   │
│ 12:23 AM                                                                 │
├─────────────────────────────────────────────────────────────────────────┤
│                                                                         │
│                                                                         │
│       Set up Revenue/Cost Departments                                   │
│       by Customer, Inventory or None?  NONE                             │
│                                                                         │
│       Bank Checking       :        Accounts Receivable  :               │
│       Accounts Payable    :        Purchase Tax         :               │
│       Sales               :        Purchase Discounts   :               │
│       Sales Tax           :        Finance Charge       :               │
│       Inventory           :        Sales Returns        :               │
│       Cost Of Goods Sold  :        Sales Discounts      :               │
│                                                                         │
│                                                                         │
│                                                                         │
└─────────────────────────────────────────────────────────────────────────┘
F1-Help  ESC-Exit  <SPACE>-USE THE SPACE BAR TO SELECT ANSWER
```

SETTING UP REVENUE/COST CENTERS

With Dac-Easy Accounting you have the option of controlling revenue and cost by department and if so by customer or product/service type. Although we recommend you set up your profit and loss centers by product type, we will explain the advantage of each option.

NONE

The decision not to departmentalize is common in many small businesses because generally, one product or service type is sold. It is also difficult to identify costs to a particular customer or product. This option is the default in Dac-Easy so just press **ENTER** to advance to the next field in the G/L Interface Table.

CUSTOMER

If you want to know which sales territory is producing the greatest profit (or loss), this method may be best for you. With this option, you will need to enter a department number when creating your customer file to identify the accounts that will be updated by sales, sales returns, and cost of goods sold. If you do not use this method, departments could still be used for sorting purposes in reports. To select this option, press the space bar to select **CUSTOMER** and press **ENTER**.

PRODUCT

When your product lines are different and they contribute to profits in different ways, then this is the best method of departmentalizing. This is also good if you have different lines of services with their own direct cost. When adding products or services to the product or services file, be sure to enter the right department number so Dac-Easy can verify the presence of the sales, sales returns, and cost of goods sold accounts within the chart of accounts. If you choose not to departmentalize, you can use the department field as a sorting field for reports. The major advantage of this method is that each line item (product or service) can be assigned to a different department for revenue and cost assignment. To select this option press the space bar until the word INVENTORY appears then press **ENTER** to advance to the next field.

Once past the department selection, the cursor will be positioned to enter the account numbers. Enter the account numbers for those modules being installed at this time. All account numbers entered will be validated against the chart of accounts by the system. It is only necessary to enter the accounts required by the modules you are using. Later, each time you access a module, Dac-Easy will verify that the appropriate accounts have been entered in the interface table. If you are only planning to use the General Ledger portion of the system, it is not necessary to enter any accounts on this screen.

WARNING: Once a costing method has been selected and customers and vendors have been created, the costing method cannot be changed. In this way, Dac-Easy protects you from viotating one of the most important accounting principles - consistency.

INSTALLING DIFFERENT MODULES

Dac-Easy Accounting provides perfect integration between the different accounting activities normally known as modules.

The General Ledger Interface table allows the system to know in advance which accounts will receive information from the different routines of the program. It is only necessary to enter the accounts required by the modules you wish to use. Below is an explanation of which accounts are required by each of the major accounting files:

Chart of Accounts file - Requires no accounts to be entered in the interface table.

Customer File -
Bank Checking
Accounts Receivable
Sales Discounts
Finance Charges

Vendor File -
Bank Checking
Accounts Payable
Purchase Tax
Purchase Discounts

Services File -
Bank Checking
Accounts Receivable
Sales
Sales Tax
Finance Charge
Sales Returns
Sales Discounts

Products File -
Requires ALL accounts to be entered

IMPORTANT: Access to the above files will be denied unless the appropriate accounts have been created. Each time one of the above files is selected through the File Creation and Maintenance menu, Dac-Easy will verify that all necessary accounts have been set up in the G/L Interface Table. If the accounts have not been set up, a message will be displayed alerting you of this and access will be denied. This feature protects each module from being out-of-balance with the general ledger.

The following is an explanation of each of the account fields of the G/L interface table:

BANK CHECKING

Enter the number of the account which identifies the bank you plan to use the most for manual checks. You will be able to use multiple checking accounts with the payable system but this will be the default account. Dac-Easy will maintain a check register for each checking account in the General Ledger.

ACCOUNTS RECEIVABLE

This account will receive summary information of all transactions which affect the balance of all customers in the Accounts Receivable module. This way you will have the detail information in the receivable system and the summary in the General Ledger.

ACCOUNTS PAYABLE

As in Accounts Receivable, this account will receive summary information of all activity related to the vendors in the Accounts Payable module.

PURCHASE TAX

In most cases when you buy something for resale you have no sales tax charge. If you buy something for your own use (fixed assets, etc) then you can record those taxes as a purchase cost or expense. This is the account that keeps track of this information.

SALES

If you choose to departmentalize, the account for sales has to be a general account because the detail account level will be each one of the departments. If you choose not to departmentalize then this account has to be a detail account as it will be the only control for sales of your product or service.

PURCHASE DISCOUNT

If you take discounts when paying your vendors, enter that account number here. This is normally a revenue account.

SALES TAX

When you charge a customer sales tax, the amount charged must be paid to the government. It is therefore necessary to record sales tax separately in your general ledger.

FINANCE CHARGE

Dac-Easy Accounting has a routine that automatically calculates finance charges based on the interest rate stored in the customer file. This charge is a revenue account which needs to be a detail account.

INVENTORY

This detail account contains the total inventory value controlled by the Inventory System.

SALES RETURNS

With sales credits you will normally affect the same Sales Account, but in a negative form. If needed, you can set up a special account for those returns. If you are not departmentalizing, this account must be a detail account, otherwise, it must be a general account.

COST OF GOODS SOLD

Accounting for the cost of goods sold is one of the most important functions of accounting and can be one of the most complicated. Dac-Easy performs this task automatically. If you are not departmentalizing, this account must be a detail account, otherwise, it must be a general account.

SALES DISCOUNTS

This is generally a detail expense account that is used to record any discounts taken by your customers for early payment of invoices.

IMPORTANT: The accounts created for Accounts Receivable, Accounts Payable, and Inventory may not be used in General Ledger transactions created by you. These accounts are protected from General Ledger transaction entry in order to maintain the perfect balance that exists between the Dac-Easy modules.

Once completed, the screen should appear like the one shown below. Press **F10** to process the information on this screen and return to the File Creation and Maintenance menu.

```
┌─────────────────────────────────────────────────────────────────────────┐
│ 03/01/87                    G/L  INTERFACE  TABLE                     LHP │
│ 12:23 AM                                                                  │
├═══════════════════════════════════════════════════════════════════════════┤
│                                                                           │
│                                                                           │
│        Set up Revenue/Cost Departments                                    │
│        by Customer, Inventory or None?   INVENTORY                        │
│                                                                           │
│        Bank Checking      :  11021     Accounts Receivable :  11051       │
│        Accounts Payable   :  2101      Purchase Tax        :  52091       │
│        Sales              :  41        Purchase Discounts  :  4404        │
│        Sales Tax          :  21042     Finance Charge      :  4402        │
│        Inventory          :  11071     Sales Returns       :  42          │
│        Cost Of Goods Sold :  51        Sales Discounts     :  5304        │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
└─────────────────────────────────────────────────────────────────────────┘
```

F1-Help   F10-Process ESC-Exit

FINANCIAL STATEMENTS

If you are using the samples provided, you will not need to create your own financial statements. You can print these samples from routine 1 of the Reports Menu. If you want to create your own financial statements or change any of the samples, then you will need to follow the instructions in this section.

Dac-Easy provides a simple method of designing your financial statements, the most common of which are the Balance Sheet and the Income Statement. You can create any type of financial report with this routine. The report information is derived from the Chart of Accounts file. All reports you create in this routine will be printed through routine 1 of the Reports Menu (Financial Statements).

Besides the option to create your own Financial Statement design, Dac-Easy gives you an option to print basic Financial Statements in the General Ledger menu. We recommend that you print them after designing your Chart of Accounts to see if they will meet your needs. If not, you always have the choice to create your own with this menu or use Dac-Easy RePort either to create even more sophisticated reports or to send the account information to your favorite spreadsheet or database.

From the File Creation and Maintenance menu, select option 2 - Financial Statements. The following screen will appear:

```
┌──────────────────────────────────────────────────────────────────┐
│ 03/01/87            FINANCIAL STATEMENTS MAINTENANCE          LHP │
│ 12:26 AM                                                          │
├──────────────────────────────────────────────────────────────────┤
│ ┌──────────────────────────────────────────────────────────────┐ │
│ │ ══════════════════════ Report Formats ═══════════════════════ │ │
│ │ ┌────────────────────────────────────────────────────────┐   │ │
│ │ │                                                        │   │ │
│ │ │   NO REPORT HAS BEEN CREATED YET. YOU MAY PRESS        │   │ │
│ │ │                 F3 TO ADD ONE.                         │   │ │
│ │ │                                                        │   │ │
│ │ └────────────────────────────────────────────────────────┘   │ │
│ │                                                              │ │
│ │                                                              │ │
│ │                                                              │ │
│ │                                                              │ │
│ │                                                              │ │
│ └──────────────────────────────────────────────────────────────┘ │
└──────────────────────────────────────────────────────────────────┘
```
F1-Help F2-Edit F3-Add F6-Delete F8-Duplicate ESC-Exit

To create a new report you will need to press **F3** - Add. Once reports have been created, use the cursor control keys to highlight the desired report format and use the function keys displayed along the status line to perform one of the following operations:

> **F1-Help**..Obtain more information regarding report definitions.
> **F2-Edit**...Edit the highlighted report format.
> **F3-Add**...Create a new report format.
> **F6-Delete**...Delete the highlighted report format.
> **F8-Duplicate**...Create a report format by copying a report.
> **ESC**...Exit the routine.

```
┌────────────────────────────────────────────────────────────────────┐
│                                                                    │
│                 FINANCIAL REPORTS STATEMENTS DESIGN                │
│                                                                    │
│     Enter Report Name :                                            │
│                                                                    │
│═══════════════════════════════════════════════════════════════════│
│     Print                        Amount Amount To        Lines     │
│     (Y/N)  Acct.# Description     From    1   2   3   %   99=pg.    │
│     ─────  ────── ───────────     ─────  ── ── ── ──     ──────     │
│                                                                    │
│                                                                    │
│                                                                    │
│                                                                    │
│                                                                    │
│                                                                    │
└────────────────────────────────────────────────────────────────────┘
```
F1-Help ALT I-Insert ALT D-Delete ALT P-Print ESC-Exit

All reports are designed line-by-line with the ability to total within your report. Any account from the chart of accounts may be selected for printing in the report (regardless of whether it is a general or detail account). Also, you always have the option to add a line or delete a line in your report at a later date.

The following is the balance sheet printed from the sample data provided in your package. Also listed immediately after the report is the format used to create the report:

FINANCIAL STATEMENTS

Acct #	Description	This Period	%	Year to Date	%	Last Year	%	Variance	%

** Balance Sheet **

ASSETS

Current Assets:

Acct #	Description	This Period	%	Year to Date	%	Last Year	%	Variance	%
1101	Petty Cash	0.00		500.00	0.1	500.00	0.1	0.00	
1102	Cash In Banks	28,425.00	111.3	93,449.00	20.9	27,585.00	6.9	65,864.00	238.8
1103	Cash Register Fund	0.00		0.00		0.00		0.00	
1104	Mktable Securities	0.00		30,000.00	6.7	20,000.00	5.0	10,000.00	50.0
1105	Accounts Receivable	-100.00	-0.4	37,510.00	8.4	38,110.00	9.5	-600.00	-1.6
1106	Other Receivable	95.00	0.4	1,145.00	0.3	950.00	0.2	195.00	20.5
1107	Inventory	-25.00	-0.1	28,840.00	6.5	28,890.00	7.2	-50.00	-0.2
	Total Current	28,395.00	111.2	191,444.00	42.8	116,035.00	29.1	75,409.00	65.0

Fixed Assets:

Acct #	Description	This Period	%	Year to Date	%	Last Year	%	Variance	%
12011	Autos & Trucks	0.00		22,023.00	4.9	15,547.00	3.9	6,476.00	41.7
12021	Furniture & Fixtures	0.00		95,758.00	21.4	87,053.00	21.8	8,705.00	10.0
12031	Office Equipment	0.00		134,051.00	30.0	121,865.00	30.5	12,186.00	10.0
12041	Machinery & Equip.	0.00		0.00		0.00		0.00	
12051	Building	0.00		80,000.00	17.9	80,000.00	20.0	0.00	
12061	Other Fixed Assets	0.00		0.00		0.00		0.00	
	Total Original Value	0.00		331,832.00	74.2	304,465.00	76.2	27,367.00	9.0
	Accum. Depreciation	-2,925.00	-11.5	-103,361.00	-23.1	-50,218.00	-12.6	-53,143.00	105.8
	Net Value	-2,925.00	-11.5	228,471.00	51.1	254,247.00	63.7	-25,776.00	-10.1
1207	Land	0.00		20,000.00	4.5	20,000.00	5.0	0.00	
	Total Fixed	-2,925.00	-11.5	248,471.00	55.6	274,247.00	68.7	-25,776.00	-9.4

Deferred Assets:

Acct #	Description	This Period	%	Year to Date	%	Last Year	%	Variance	%
13011	Organization Expense	0.00		10,000.00	2.2	10,000.00	2.5	0.00	
13021	Leasehold Improv.	0.00		0.00		0.00		0.00	
	Original Investment	0.00		10,000.00	2.2	10,000.00	2.5	0.00	
	Accum. Amortization	-42.00	-0.2	-4,126.00	-0.9	-2,042.00	-0.5	-2,084.00	102.1
	Net Value	-42.00	-0.2	5,874.00	1.3	7,958.00	2.0	-2,084.00	-26.2
1303	Prepaid Expenses	80.00	0.3	880.00	0.2	800.00	0.2	80.00	10.0
	Total Deferred	38.00	0.1	6,754.00	1.5	8,758.00	2.2	-2,004.00	-22.9

Other Assets:

Acct #	Description	This Period	%	Year to Date	%	Last Year	%	Variance	%
1401	Deposits	35.00	0.1	385.00	0.1	350.00	0.1	35.00	10.0
1402	Long Term Investment	0.00		0.00		0.00		0.00	
	Total Other	35.00	0.1	385.00	0.1	350.00	0.1	35.00	10.0
	TOTAL ASSETS	25,543.00	100.0	447,054.00	100.0	399,390.00	100.0	47,664.00	11.9

FINANCIAL STATEMENTS

Acct #	Description	This Period	%	Year to Date	%	Last Year	%	Variance	%
				LIABILITIES					
	Short Term:								
2101	Accounts Payable	0.00		37,750.00	8.4	37,750.00	9.5	0.00	
2102	Notes Payable	5,000.00	19.6	24,000.00	5.4	15,000.00	3.8	9,000.00	60.0
2103	Accrued Payable	0.00		0.00		0.00		0.00	
2104	Taxes Payable	5,012.00	19.6	30,094.00	6.7	10,811.00	2.7	19,283.00	178.4
2105	Other Pyroll Payable	460.00	1.8	10,517.00	2.4	4,603.00	1.2	5,914.00	128.5
	Total Short Term	10,472.00	41.0	102,361.00	22.9	68,164.00	17.1	34,197.00	50.2
	Long Term:								
2201	Mortgages Payable	0.00		30,000.00	6.7	30,000.00	7.5	0.00	
2202	Notes Payable	0.00		0.00		0.00		0.00	
2204	Other Long Term Liab	0.00		0.00		0.00		0.00	
	Sub-Total	0.00		30,000.00	6.7	30,000.00	7.5	0.00	
2203	Current L/Term Liab.	0.00		0.00		0.00		0.00	
	Total Long Term	0.00		30,000.00	6.7	30,000.00	7.5	0.00	
	Deferred:								
2301	Commit & Contingenc	0.00		0.00		0.00		0.00	
2302	Deferred Income	0.00		0.00		0.00		0.00	
2303	Profit/Instalm.Sales	0.00		0.00		0.00		0.00	
2304	Unearned Interest	0.00		0.00		0.00		0.00	
	Total Deferred	0.00		0.00		0.00		0.00	
	TOTAL LIABILITIES	10,472.00	41.0	132,361.00	29.6	98,164.00	24.6	34,197.00	34.8
				STOCKHOLDERS EQUITY					
	Capital Stock:								
3101	Common Stock	0.00		250,000.00	55.9	250,000.00	62.6	0.00	
3102	Preferred Stock	0.00		0.00		0.00		0.00	
	Sub-Total	0.00		250,000.00	55.9	250,000.00	62.6	0.00	
3103	Treasury Stock	0.00		0.00		0.00		0.00	
	Total Capital Stock	0.00		250,000.00	55.9	250,000.00	62.6	0.00	
	Retained Earnings	0.00		51,226.00	11.5	27,274.00	6.8	23,952.00	87.8
	Current Earnings	15,071.00	59.0	13,467.00	3.0	23,952.00	6.0	-10,485.00	-43.8
	Total Equity	15,071.00	59.0	314,693.00	70.4	301,226.00	75.4	13,467.00	4.5
	TOTAL LIABILITIES PLUS EQUITY	25,543.00	100.0	447,054.00	100.0	399,390.00	100.0	47,664.00	11.9

Date : 03/08/87
Time : 07:39 PM

Your Company's Name
4801 Spring Valley Road Building 110-B
Dallas, TX 75244   Phone (214) 458-0038

Page no. 1

REPORTS FORMAT
BAL

Acct #	Description	Print	From	1	2	3	%	Lines
	** Balance Sheet **	Y	0					C
		Y	0					
1	Assets	N	99				+	
	ASSETS	Y	0					C
	Current Assets:	Y	0					
1101	Petty Cash	Y	99	+				
1102	Cash In Banks	Y	99	+				
1103	Cash Register Fund	Y	99	+				
1104	Mktable Securities	Y	99	+				
1105	Accounts Receivable	Y	99	+				
1106	Other Receivable	Y	99	+				
1107	Inventory	Y	99	+				−
	Total Current	Y	1					
	Fixed Assets:	Y	0					
12011	Autos & Trucks	Y	99		+			
12021	Furniture & Fixtures	Y	99		+			
12031	Office Equipment	Y	99		+			
12041	Machinery & Equip.	Y	99		+			
12051	Building	Y	99		+			
12061	Other Fixed Assets	Y	99		+			−
	Total Original Value	Y	2					
12012	Accum. Depreciation	N	99			+		
12022	Accum. Depreciation	N	99			+		
12032	Accum. Depreciation	N	99			+		
12042	Accum. Depreciation	N	99			+		
12052	Accum. Depreciation	N	99			+		
12062	Accum. Depreciation	N	99			+		
	Accum. Depreciation	Y	3		+	0		−
	Net Value	Y	2					
1207	Land	Y	99		+			−
	Total Fixed	Y	2	+	0			
	Deferred Assets:	Y	0					
13011	Organization Expense	Y	99		+			
13021	Leasehold Improv.	Y	99		+			−
	Original Investment	Y	2					
13012	Accum. Amortization	N	99			+		
13022	Accum. Amortization	N	99			+		
	Accum. Amortization	Y	3		+	0		−
	Net Value	Y	2					
1303	Prepaid Expenses	Y	99		+			−
	Total Deferred	Y	2	+	0			
	Other Assets:	Y	0					
1401	Deposits	Y	99		+			
1402	Long Term Investment	Y	99		+			
	Total Other	Y	2	+	0			=
	TOTAL ASSETS	Y	1	0				=
		Y	0				99	
	LIABILITIES	Y	0					C
	Short Term:	Y	0					

Date : 03/08/87
Time : 07:39 PM

Your Company's Name
4801 Spring Valley Road Building 110-B
Dallas, TX 75244   Phone (214) 458-0038

Page no. 2

REPORTS FORMAT
BAL

Acct #	Description	Print	From	1	2	3	%	Lines
2101	Accounts Payable	Y	99	+				
2102	Notes Payable	Y	99	+				
2103	Accrued Payable	Y	99	+				
2104	Taxes Payable	Y	99	+				
2105	Other Pyroll Payable	Y	99	+				-
	Total Short Term	Y	1					
	Long Term:	Y	0					
2201	Mortgages Payable	Y	99		+			
2202	Notes Payable	Y	99		+			
2204	Other Long Term Liab	Y	99		+			-
	Sub-Total	Y	2					
2203	Current L/Term Liab.	Y	99		+			-
	Total Long Term	Y	2	+	0			
	Deferred:	Y	0					
2301	Commit & Contingenc	Y	99		+			
2302	Deferred Income	Y	99		+			
2303	Profit/Instalm.Sales	Y	99		+			
2304	Unearned Interest	Y	99		+			-
	Total Deferred	Y	2	+	0			=
	TOTAL LIABILITIES	Y	1					
	STOCKHOLDERS EQUITY	Y	0					C
	Capital Stock:	Y	0					
3101	Common Stock	Y	99		+			
3102	Preferred Stock	Y	99		+			-
	Sub-Total	Y	2					
3103	Treasury Stock	Y	99		+			-
	Total Capital Stock	Y	2					
32	Retained Earnings	N	99			+		
33	Current Earnings	N	99			+		
	Retained Earnings	Y	3		+	0		
4	Revenues	N	99			+		
5	Total Expenses	N	99			-		
	Current Earnings	Y	3		+	0		-
	Total Equity	Y	2	+	0			=
	TOTAL LIABILITIES	Y	0					
	PLUS EQUITY	Y	1	0				=

ENTER REPORT NAME

You have up to 4 alphanumeric characters to identify each report. If the code entered already exists then its design will be displayed for review or editing. Remember that the only way to save this design after editing is to press **F10**. **ESC** will abort any changes made to the current line (after confirmation).

PRINT (Y/N)

The system always defaults to **Y** for YES in this field. Change the **Y** to **N** (NO) if you want the line for calculation purposes only and not for printing in the final report. You will see an example of this in the first line of our sample Balance Sheet where total Assets will be used for calculation purposes in comparing all the Balance Sheet items as a percent of this line.

ACCOUNT

If the data will come from the Chart of Accounts, enter the Account # in this field. If the account # you selected is not valid then it will be rejected. If no account data will be used skip this field by pressing **ENTER** or using the right arrow key.

DESCRIPTION

If you entered a valid account in the Account # field, the account description from the chart of accounts will be displayed. You can edit this description displayed (this will not change the description stored in the Chart of Accounts). If no account # was entered, you may type any description up to 20 characters.

AMOUNT FROM

If you entered a valid account in the ACCOUNT # field, a **99** will be inserted into this field automatically meaning that the source of the data to be printed on this line has an account balance. Otherwise you can enter one of the following special codes:

0   print only a description (i.e., ASSETS, TOTAL ASSETS, etc.)
1   print the total from accumulator 1 (See AMOUNT TO)
2   print the total from accumulator 2 (See AMOUNT TO)
3   print the total from accumulator 3 (See AMOUNT TO)
/   calculate and print a ratio using two of the accumulator
        columns(See the next section titled ratios)

78

AMOUNT TO

There are 4 accumulators available for manipulating your accounting information. Columns 1, 2, and 3 are for general use. They are similar in concept to the memory function of a calculator. You may store information to them, add to them, subtract from them, read from them, use them in ratio (division) calculations, and clear them. The codes available for columns 1, 2 and 3 are:

+   Add to the accumulator the amount from the current line.
-   Subtract from the accumulator the amount from the current line.
0   Clear the accumulator.

If you have entered the slash / in the AMOUNT FROM column, indicating that the line is to print a ratio calculation, enter the following to codes in the desired accumulator columns.

N   Use the accumulator as the numerator (top value) in a ratio calculation.
D   Use the accumulator as the denominator (bottom value) in a ratio calculation.

The fourth accumulator (% column), is used to store an amount which will serve as the base in the calculation of percentages throughout the report. For example, this feature could be used to create an income statement in which you would like each line calculated as a percent of total sales. To do this, you would place a + in the % column for the line that will serve as the base of the calculation (in this case TOTAL SALES).

LINES 99=PG.

This column is for special format instructions. Enter 1 for single spacing between lines, 2 for double spacing, or 99 for a new page. A "-" in this field will cause a single line to be printed through all amount fields on the following line (a "=" will print double lines). A C in this field will cause the description to be centered on the report.

The following example will be used to demonstrate the use of the AMOUNT FROM and AMOUNT TO fields.

FINANCIAL STATEMENTS

Acct #	Description	This Period	%	Year to Date	%	Last Year	%	Variance	%

* Income Statement *

GROSS MARGIN:

Department 01

Acct #	Description	This Period	%	Year to Date	%	Last Year	%	Variance	%
4101	Sales	36,217.00	56.6	397,999.00	55.6	253,843.00	55.0	144,156.00	56.8
4201	Returns	-492.00	-0.8	-10,386.00	-1.5	-4,923.00	-1.1	-5,463.00	111.0
	Net Sales	35,725.00	55.8	387,613.00	54.2	248,920.00	53.9	138,693.00	55.7
5101	Cost of Goods Sold	11,304.00	17.7	199,653.00	27.9	113,049.00	24.5	86,604.00	76.6
	Gross Margin Dept.01	24,421.00	38.2	187,960.00	26.3	135,871.00	29.4	52,089.00	38.3

Department 02

Acct #	Description	This Period	%	Year to Date	%	Last Year	%	Variance	%
4102	Sales	27,354.00	42.8	311,614.00	43.5	203,774.00	44.1	107,840.00	52.9
4202	Returns	-372.00	-0.6	-4,711.00	-0.7	-3,722.00	-0.8	-989.00	26.6
	Net Sales	26,982.00	42.2	306,903.00	42.9	200,052.00	43.3	106,851.00	53.4
5102	Cost of Goods Sold	9,987.00	15.6	134,312.00	18.8	99,874.00	21.6	34,438.00	34.5
	Gross Margin Dept.02	16,995.00	26.6	172,591.00	24.1	100,178.00	21.7	72,413.00	72.3
	GROSS MARGIN:	41,416.00	64.7	360,551.00	50.4	236,049.00	51.1	124,502.00	52.7

FINANCIAL STATEMENTS

Acct #	Description	This Period	%	Year to Date	%	Last Year	%	Variance	%
	GROSS MARGIN: Less:	41,416.00	64.7	360,551.00	50.4	236,049.00	51.1	124,502.00	52.7
				GENERAL AND ADMINISTRATIVE EXPENSES:					
5201	Payroll	12,828.00	20.0	163,310.00	22.8	86,594.00	18.8	76,716.00	88.6
5202	Maintenance	506.00	0.8	13,161.00	1.8	5,084.00	1.1	8,077.00	158.9
5203	Depreciation	2,925.00	4.6	21,965.00	3.1	16,547.00	3.6	5,418.00	32.7
5204	Amortization	42.00	0.1	584.00	0.1	542.00	0.1	42.00	7.7
5205	Rents and Leases	0.00		0.00		0.00		0.00	
5206	Assets Insurance	803.00	1.3	8,846.00	1.2	8,043.00	1.7	803.00	10.0
5207	Travel & Entertain	2,890.00	4.5	48,342.00	6.8	28,931.00	6.3	19,411.00	67.1
	Net Shipping Expense	549.00	0.9	8,624.00	1.2	5,510.00	1.2	3,114.00	56.5
5209	Taxes (other)	1,026.00	1.6	6,655.00	0.9	10,269.00	2.2	-3,614.00	-35.2
5210	Consulting Fees	396.00	0.6	10,079.00	1.4	3,974.00	0.9	6,105.00	153.6
5211	Office Supplies	302.00	0.5	8,061.00	1.1	3,027.00	0.7	5,034.00	166.3
5212	Telephone & Telegrph	814.00	1.3	13,698.00	1.9	8,143.00	1.8	5,555.00	68.2
5213	Mail/Postage	52.00	0.1	3,826.00	0.5	527.00	0.1	3,299.00	626.0
5214	Utilities	192.00	0.3	4,514.00	0.6	1,922.00	0.4	2,592.00	134.9
5215	Alarms	0.00		1,000.00	0.1	300.00	0.1	700.00	233.3
5216	Contribution/Donat.	0.00		874.00	0.1	500.00	0.1	374.00	74.8
5217	Licenses/Permits	0.00		300.00	0.0	100.00	0.0	200.00	200.0
5218	Memships/Dues/Subscr	101.00	0.2	1,216.00	0.2	1,015.00	0.2	201.00	19.8
5219	Advertising	2,081.00	3.3	22,954.00	3.2	20,821.00	4.5	2,133.00	10.2
5220	Promotion	533.00	0.8	6,411.00	0.9	5,330.00	1.2	1,081.00	20.3
5221	Public Relations	280.00	0.4	3,680.00	0.5	2,800.00	0.6	880.00	31.4
5222	Marketing Research	150.00	0.2	1,950.00	0.3	1,500.00	0.3	450.00	30.0
5223	Bad Debt Loss	100.00	0.2	1,600.00	0.2	500.00	0.1	1,100.00	220.0
5224	Inventory Losses	0.00		0.00		250.00	0.1	-250.00	-100.0
5299	Other Expenses	0.00		0.00		0.00		0.00	
	Total G&A Expenses	26,570.00	41.5	351,650.00	49.1	212,229.00	46.0	139,421.00	65.7
	OPERATIVE PROFIT OR (LOSS)	14,846.00	23.2	8,901.00	1.2	23,820.00	5.2	-14,919.00	-62.6

Date : 02/28/87
Time : 07:20 PM
Your Company's Name
4801 Spring Valley Road Building 110-B
Dallas, TX 75244   Phone (214) 458-0038
Page no. 3

FINANCIAL STATEMENTS

Acct #	Description	This Period	%	Year to Date	%	Last Year	%	Variance	%
	OPERATIVE PROFIT								
	OR (LOSS):	14,846.00	23.2	8,901.00	1.2	23,820.00	5.2	-14,919.00	-62.6
				FINANCIAL OPERATION					
	Financial Revenues								
4401	Ints. Investment	0.00		0.00		0.00		0.00	
4402	Finance Charges	344.00	0.5	6,887.00	1.0	3,440.00	0.7	3,447.00	100.2
4403	Dividends	0.00		0.00		0.00		0.00	
4404	Purchase Discounts	518.00	0.8	4,954.00	0.7	5,180.00	1.1	-226.00	-4.4
	Total Financial Rev.	862.00	1.3	11,841.00	1.7	8,620.00	1.9	3,221.00	37.4
	Financial Expenses								
5301	Credit Card Discount	308.00	0.5	3,643.00	0.5	3,085.00	0.7	558.00	18.1
5302	Interest	93.00	0.1	1,326.00	0.2	933.00	0.2	393.00	42.1
5303	Bank Charges	12.00	0.0	342.00	0.0	124.00	0.0	218.00	175.8
5304	Sales Discounts	224.00	0.4	1,964.00	0.3	2,240.00	0.5	-276.00	-12.3
5305	Agents Commisions	0.00		0.00		0.00		0.00	
5399	Other Financial Exp.	0.00		0.00		0.00		0.00	
	Total Financial Exp.	637.00	1.0	7,275.00	1.0	6,382.00	1.4	893.00	14.0
	Net Financial Oper.	225.00	0.4	4,566.00	0.6	2,238.00	0.5	2,328.00	104.0
	FINANCIAL PROFIT								
	OR (LOSS)	15,071.00	23.6	13,467.00	1.9	26,058.00	5.6	-12,591.00	-48.3
				OTHER REVENUE AND EXPENSES:					
	Other Revenues								
4501	Recovery Bad Debt	0.00		0.00		0.00		0.00	
4502	Gain in Sale/Assets	0.00		0.00		0.00		0.00	
4503	Miscellaneous	0.00		0.00		0.00		0.00	
	Total Other Revenue	0.00		0.00		0.00		0.00	
	Other Expenses								
5401	Cash Short	0.00		0.00		106.00	0.0	-106.00	-100.0
5402	Loss on Sale/Assets	0.00		0.00		1,000.00	0.2	-1,000.00	-100.0
5403	Miscellaneous Losses	0.00		0.00		1,000.00	0.2	-1,000.00	-100.0
	Total Other Expenses	0.00		0.00		2,106.00	0.5	-2,106.00	-100.0
	Net Other Revenue								
	and Expenses	0.00		0.00		-2,106.00	-0.5	2,106.00	-100.0
	NET PROFIT OR (LOSS)	15,071.00	23.6	13,467.00	1.9	23,952.00	5.2	-10,485.00	-43.8
55	Income Tax	0.00		0.00		0.00		0.00	
	NET PROFIT OR (LOSS)								
	AFTER INCOME TAX	15,071.00	23.6	13,467.00	1.9	23,952.00	5.2	-10,485.00	-43.8

Date : 03/08/87
Time : 07:40 PM

Your Company's Name
4801 Spring Valley Road Building 110-B
Dallas, TX 75244   Phone (214) 458-0038

Page no. 1

REPORTS FORMAT
INC

Acct #	Description	Print	From	1	2	3	%	Lines
	* Income Statement *	Y	0					C
		Y	0					
4	Revenues	N	99				+	
	GROSS MARGIN:	Y	0					C
		Y	0					
	Department 01	Y	0					C
		Y	0					
4101	Sales	Y	99	+				
4201	Returns	Y	99	+				-
	Net Sales	Y	1					1
5101	Cost of Goods Sold	Y	99	-				-
	Gross Margin Dept.01	Y	1					1
	Department 02	Y	0					C
		Y	0					
4102	Sales	Y	99		+			
4202	Returns	Y	99		+			-
	Net Sales	Y	2					1
5102	Cost of Goods Sold	Y	99		-			-
	Gross Margin Dept.02	Y	2	+	0			1
	GROSS MARGIN:	Y	1					=
		Y	0					99
	GROSS MARGIN:	Y	1					
	Less:	Y	0					
	GENERAL AND	Y	0					C
	ADMINISTRATIVE	Y	0					C
	EXPENSES:	Y	0					C
		Y	0					
5201	Payroll	Y	99		+			
5202	Maintenance	Y	99		+			
5203	Depreciation	Y	99		+			
5204	Amortization	Y	99		+			
5205	Rents and Leases	Y	99		+			
5206	Assets Insurance	Y	99		+			
5207	Travel & Entertain	Y	99		+			
5208	Shipping	N	99			+		
43	Less:Shipping Reven.	N	99			-		
	Net Shipping Expense	Y	3		+	0		
5209	Taxes (other)	Y	99		+			
5210	Consulting Fees	Y	99		+			
5211	Office Supplies	Y	99		+			
5212	Telephone & Telegrph	Y	99		+			
5213	Mail/Postage	Y	99		+			
5214	Utilities	Y	99		+			
5215	Alarms	Y	99		+			
5216	Contribution/Donat.	Y	99		+			
5217	Licenses/Permits	Y	99		+			
5218	Memships/Dues/Subscr	Y	99		+			
5219	Advertising	Y	99		+			
5220	Promotion	Y	99		+			

REPORTS FORMAT
INC

Acct #	Description	Print	From	1	2	3	%	Lines
5221	Public Relations	Y	99		+			
5222	Marketing Research	Y	99		+			
5223	Bad Debt Loss	Y	99		+			
5224	Inventory Losses	Y	99		+			
5299	Other Expenses	Y	99		+			-
	Total G&A Expenses	Y	2	-	0			=
	OPERATIVE PROFIT	Y	0					
	OR (LOSS)	Y	1					=
		Y	0					99
	OPERATIVE PROFIT	Y	0					
	OR (LOSS):	Y	1					
	FINANCIAL OPERATION	Y	0					C
	Financial Revenues	Y	0					
4401	Ints. Investments	Y	99			+		
4402	Finance Charges	Y	99			+		
4403	Dividends	Y	99			+		
4404	Purchase Discounts	Y	99			+		-
	Total Financial Rev.	Y	3		+	0		
	Financial Expenses	Y	0					
5301	Credit Card Discount	Y	99			+		
5302	Interest	Y	99			+		
5303	Bank Charges	Y	99			+		
5304	Sales Discounts	Y	99			+		
5305	Agents Commisions	Y	99			+		
5399	Other Financial Exp.	Y	99			+		-
	Total Financial Exp.	Y	3		-	0		=
	Net Financial Oper.	Y	2	+	0			=
	FINANCIAL PROFIT	Y	0					
	OR (LOSS)	Y	1					=
	OTHER REVENUE	Y	0					C
	AND EXPENSES:	Y	0					C
	Other Revenues	Y	0					
4501	Recovery Bad Debt	Y	99			+		
4502	Gain in Sale/Assets	Y	99			+		
4503	Miscellaneous	Y	99			+		-
	Total Other Revenue	Y	3		+	0		
	Other Expenses	Y	0					
5401	Cash Short	Y	99			+		
5402	Loss on Sale/Assets	Y	99			+		
5403	Miscellaneous Losses	Y	99			+		-
	Total Other Expenses	Y	3		-	0		=
	Net Other Revenue	Y	0					
	and Expenses	Y	2	+	0			=
	NET PROFIT OR (LOSS)	Y	1					
55	Income Tax	Y	99	-				-
	NET PROFIT OR (LOSS)	Y	0					
	AFTER INCOME TAX	Y	1	0				=

RATIOS

One of the new features of version 2.0 is the ability to perform division for ratio analysis within report definitions. Follow these steps to perform calculations involving division:

1. Accumulate in one of the 3 AMOUNT TO columns the numerator (top value) for the division calculation.

2. Accumulate in another AMOUNT TO column the value for the denominator (bottom value) for the division calculation.

3. Place a / in the AMOUNT FROM field at the line you would like the division calculation performed.

4. Place a **N** in the AMOUNT TO column containing the numerator (top value).

5. Place a **D** in the AMOUNT TO column containing the denomiator (bottom value).

To edit a line, simply move the cursor to the desired line and press **ENTER**.

To insert a line, go to the line where you want to insert and press **ALT-I**. To delete a line place the cursor in the selected line and press **ALT-D**. Save your changes by pressing the **F10** key before exiting the routine with the **ESC** key.

While editing a report format, you may print a listing of the format by pressing **ALT-P**.

INVENTORY/SERVICES

PRODUCTS FILE
SERVICES FILE
DEFINE COST SYSTEM

Dac-Easy Accounting can be used by a product-oriented business, a service-oriented business, or a business that sells both. The ability to handle any type of business with complete managerial information is one of Dac-Easy's major benefits. This section will deal with the creation of your product file or service file. If you only sell services, you may skip to page 91 - Service File.

PRODUCTS FILE

This routine will allow you to incorporate your inventory into the accounting files. This is necessary before using the Purchase Order or Billing system. You can benefit greatly from the tremendous amount of information available in the inventory file. Dac-Easy Accounting will create the data over time. If you have prepared the product data we outlined previously, you will find this routine easy to complete. Select option 4 and the following screen will display:

```
03/01/87                   PRODUCT FILE MAINTENANCE                    LHP
06:42 PM
================================================================================
  Product Code :                    Description :
  Measure      :     Fraction :   0 Dept.:      Bin:       Vendor :
  Sale Price   :     0.000  Taxable (Y/N) :    Last Sale Date  :    /  /
  Minimum      :   0 Reorder :      0      Last Purch. Date :    /  /
  Lst.Purch.Price :     0.000 Std. Cost :    0.000 Avg. Cost :      0.000

  On Hand    Units :      0.000  Dollars :         0.000
  Committed  Units :      0.000
  On Order   Units :      0.000
================================ STATISTICAL INFORMATION ========================
                Yr.Bef.Lst Last Year This Year  Forecast  Variance     %
  Units Purch. :      0         0         0         0         0        0.0
  $ Purchase   :      0         0         0         0         0        0.0
  Units Sold   :      0         0         0         0         0        0.0
  $ Sales      :      0         0         0         0         0        0.0
  $ Cost       :      0         0         0         0         0        0.0
  $ Profit     :      0         0         0         0         0        0.0
  Times Turn   :    0.0       0.0       0.0       0.0       0.0        0.0
  Gross Return :      0         0         0         0         0        0.0
================================================================================
F1-Help  F6-Delete  F7-Enter stock  F10-Process  ESC-Exit
```

Once you have entered the first product, you will notice that as subsequent records are entered, the data for several fields defaults to the data entered in the previous record. This feature is provided as a timesaver. Remember that this information can be modified by simply entering the desired information and pressing **ENTER**.

PRODUCT CODE

You have up to 13 characters (enough for UPC - the universal product code, or European) to identify the product. If the product has already been entered, its information will be automatically displayed and ready for editing or viewing. To edit, use the cursor movement keys to position the cursor to the field you wish to edit, enter the new data, press **ENTER** to move the cursor to the next field or press **F10** to save the data. To delete a product once it is displayed on the screen, press **F6**, if there is no vital information recorded the system will allow you to delete - otherwise a message will appear indicating the product contains accounting data and cannot be deleted.

DESCRIPTION

You have up to 20 characters to describe the product name.

MEASURE

Use up to 4 characters for units of measure such as each, doz, 6pk, etc.

FRACTION

This is a very powerful feature that takes the headache out of buying and selling products in irregular quantities. Suppose for example that you sell motor oil by the can but purchase by the case. If each case contained 24 cans of motor oil, you would enter 24 in the fraction field. When purchasing 2 cases and 6 cans, you would enter the quantity **2.6**. Dac-Easy knows that the "fraction" portion of the quantity entered represents 6/24ths (not 6/10ths) of a complete case. Enter **12** for a dozen, **6** for six-pack etc. You may enter any number from 1-1000 in this field. The field may not be left at zero.

DEPT.

If you have chosen to departmentalize by INVENTORY in the G/L interface table, you need to enter the department number in this field.

You do not have to enter the entire Account # which represents each department in the Chart of Accounts. Dac-Easy will automatically add on the general account number that you entered in the G/L Interface Table for Sales, Sales Returns and Cost of Goods Sold. For instance, if the Sales account is 41 (a general account) and the departmental sales accounts are 4101 (department 01) and 4102 (department 02), Dac-Easy will automatically combine the 41 to the 01 and 02 you entered in this field for posting to the general ledger. If you are using our sample Chart of Accounts then two departments have already been created: 01 and 02. If you decide to add more departments, be sure and add the necessary lines in the Income Statement (the report code is "INC") so the accurate total will be shown.

87

If departmentalizing by CUSTOMER or NONE, this field is available to you for different sorting options (such as product type, line, etc.).

If you are using the sample Chart of Accounts with the corresponding G/L Interface Table accounts, and you do not wish to departmentalize, just enter **01** in this field. This way, if you later decide to departmentalize, you may do so simply by adding products with other department numbers.

SALES PRICE Enter the most current selling price for the product.

TAXABLE (Y/N)
The Y will appear as a default so if the product is non-taxable change the Y to an N.

STD. COST
This field is necessary only if you are using a standard costing method. If you choose average or last purchase price skip this field.

```
┌──────────────────────────────────────────────────────────────────────────┐
│ 03/03/87              PRODUCT FILE MAINTENANCE                        LHP  │
│ 05:56 PM                Your Company's Name                               │
├──────────────────────────────────────────────────────────────────────────┤
│                                                                            │
│  Product Code : 1001            Description : Widgets Model 1001           │
│  Measure      : Case Fraction :   24 Dept.:01   Bin: 0001  Vendor :W001    │
│  Sale Price   :    100.000 Taxable (Y/N) : Y  Last Sale Date  :   /  /     │
│  Minimum      : 1000  Reorder :    100     Last Purch. Date :   /  /       │
│  Lst.Purch.Price :      0.000 Std. Cost :      0.000 Avg. Cost :   0.000   │
│                                                                            │
│  On Hand    Units :       0.000 Dollars :        0.000                     │
│  Committed Units :        0.000                                            │
│  On Order  Units :        0.000                                            │
│  ══════════════════════ STATISTICAL INFORMATION ══════════════════════    │
│             Yr.Bef.Lst Last Year This Year  Forecast  Variance     %       │
│  Units Purch. :     0        0        0        0        0       0.0        │
│  $ Purchase   :     0        0        0        0        0       0.0        │
│  Units Sold   :     0        0        0        0        0       0.0        │
│  $ Sales      :     0        0        0        0        0       0.0        │
│  $ Cost       :     0        0        0        0        0       0.0        │
│  $ Profit     :     0        0        0        0        0       0.0        │
│  Times Turn   :   0.0      0.0      0.0      0.0        0       0.0        │
│  Gross Return :     0        0        0        0        0       0.0        │
└──────────────────────────────────────────────────────────────────────────┘
F1-Help   F6-Delete   F7-Enter stock   F10-Process   ESC-Exit
```

At this point, you can enter any stock you have on hand for this product by pressing **F7**. The following window will appear requesting you to enter the number of units and the unit cost. Enter these fields and the total dollar amount will be displayed automatically. You will be able to edit the total dollar amount if rounding has caused the total to be different than your accounting. If all you have are the units and the total dollars, the

system will calculate the unit cost.

```
┌─────────────────────────────────────────────────────────────────────────┐
│ 03/03/87              PRODUCT FILE MAINTENANCE                      LHP   │
│ 05:56 PM                 Your Company's Name                             │
├─────────────────────────────────────────────────────────────────────────┤
│  Product Code : 1001            Description : Widgets Model 1001          │
│  Measure      : Case Fraction :    24 Dept.:01   Bin: 0001  Vendor :W001  │
│  Sale Price   :    100.000  Taxable (Y/N) : Y  Last Sale Date   :   /  /  │
│  Minimum      :  1000  Reorder :    100       Last Purch. Date :   /  /   │
│  Lst.Purch.Price :      0.000 Std. Cost :     0.000 Avg. Cost :    0.000  │
│                                                                           │
│  On Hand   Units :       0.000  Dollars :          0.000                  │
│  Committed Units :       0.000                                            │
│  On Order  Units :       0.000  ┌─ Enter Additional Stock : ─┐            │
│                          STATIST│                            │            │
│                 Yr.Bef.Lst Last │ Units     :      535.000   │ce    %     │
│  Units Purch. :       0         │ Unit Cost :       46.000   │0     0.0   │
│  $ Purchase   :       0         │ Dollars   :    24610.000   │0     0.0   │
│  Units Sold   :       0         └────────────────────────────┘0     0.0   │
│  $ Sales      :       0        0        0        0            0     0.0   │
│  $ Cost       :       0        0        0        0            0     0.0   │
│  $ Profit     :       0        0        0        0            0     0.0   │
│  Times Turn   :     0.0      0.0      0.0      0.0            0     0.0   │
│  Gross Return :       0        0        0        0            0     0.0   │
└─────────────────────────────────────────────────────────────────────────┘
 F1-Help  F6-Delete  F7-Adding stock  F10-Process  ESC-Exit
```

Press **F10** to save the record's information. You are now ready to enter the next inventory item. When finished with all the inventory items, press **ESC** to return to previous menu.

Each time stock is entered to your inventory file, Dac-Easy will create (or update its values if already in existence) a transaction in the General Ledger to provide an audit trail and will summarize the balance of inventory. Dac-Easy will debit the inventory account and credit the Difference account. This transaction will be created with the journal code SU (for setup) and the number will be MMDD (month, day). Example: if the day you create your inventory was March 1 then the transaction would be coded SU0301.

This transaction will look as follows:

```
                    GENERAL LEDGER TRANSACTION ENTRY
  Journal.. :SU              Transaction #..:0301           Date..:03/01/87

  Acct.#   Account Name           Description       Debit        Credit

  11051  Accts Rec'ble ModuleSet-up Balance        38610.00
  D      Journal Difference  Set-up Balance                      38610.00
  11071  Inventory - Module  Set-up Balance        29140.00
  D      Journal Difference  Set-up Balance                      29140.00
  2101   Accts Payable-ModuleSet-up Balance                      37750.00
  D      Journal Difference  Set-up Balance        37750.00




  Total Debits :   105500.00      | Total Credits :   105500.00
```

F1-Help F2-Difference F6-Delete tran F9-Auto entry F10-Process ALT D-Delete line

SERVICES FILE

If you sell only products you may skip this routine.

This routine enables you to create a file to control all services your company offers. The problem with not controlling this information is that you lose precious historical information as well as increasing the potential of mistakes in service billing calculations. With this routine you will not only have excellent management reports for the services and dollars sold, but you will also have the timesaving, error-free, automatic billing advantage.

To access this routine enter option 5. SERVICE FILE from the FILE CREATION AND MAINTENANCE menu. The screen will display:

```
03/03/87                    SERVICE FILE MAINTENANCE                   LHP
05:56 PM                      Your Company's Name
═══════════════════════════════════════════════════════════════════════
  Service Code :                      Description :
  Measure      :       Fraction :      0 Dept.:
  Sale Price   :       0.000  Taxable (Y/N) :    Last Sale Date  :   / /


  ══════════════════════ STATISTICAL INFORMATION ══════════════════════

            Yr.Bef.Lst Last Year This Year  Forecast  Variance      %

  Units Sold :       0         0         0         0         0      0.0
  $ Sales    :       0         0         0         0         0      0.0




```

F1-Help F6-Delete F10-Process ESC-Exit

SERVICE CODE
You may use up to 13 alphanumeric characters to code your services. To save data entry time use as few numbers as possible. If a code already exists the data will be displayed for editing. To delete a record (if no data exists) press **F6** once the desired record is displayed. The system will confirm this request.

DESCRIPTION

You have up to 20 alphanumeric characters to describe the type of service. Once selected from the invoicing routine, this description may be expanded to 50 characters within the body of the invoice. For example, in the Service File the description might be "Legal Services" but in the invoice it could be expanded to "Legal Services for Estate Planning."

MEASURE

Use up to 4 characters to describe the unit of service. Some of the more common are HOUR, EACH etc. Don't worry about minutes - Dac-Easy will allow you to split hourly billing using the fraction field.

FRACTION

Enter the number which relates the fraction to the MEASURE field. For example, enter 60 in this field if you used Hour in the Measure field. Once this field has been entered you will not be able to modify it. You can however delete the entire record as explained in the Service Code field (if no billing has been done) and then re-enter it with the new FRACTION value.

DEPT.

If you have selected the INVENTORY option as a basis for department analysis, enter your department number in this field. You do not have to enter the entire Account # which represents each department in the Chart of Accounts. Dac-Easy will automatically add on the general account number that you entered in the G/L Interface Table for Sales and Sales Returns. For instance, if the Sales account is 41 (a general account) and the departmental sales accounts are 4101 (department 01) and 4102 (department 02), Dac-Easy will automatically combine the 41 to the 01 and 02 entered in this field for posting to the general ledger.

If you are using our sample Chart of Accounts then two departments have already been created: 01 and 02. If you decide to add more departments to the Chart of Accounts, be sure and add the necessary lines in the Income Statement (the report code is "INC") so the accurate total will be shown. You will also need to create an Income Statement for the new department.

If you do not have departments or are departmentalizing by customer, this field is available to you for different sorting options (such as service type, etc.).

If you are using the sample Chart of Accounts with the corresponding G/L Interface Table accounts, and you do not wish to departmentalize, just enter **01** in this field. This way, if you later decide to departmentalize, you may do so simply by adding products with other department numbers.

SALES PRICE

Enter the basic rate you charge per unit (what you put in the Measure field). If you entered hour in the Measure field put 15.00 in this field if your charge is $15.00 per hour.

TAXABLE (Y/N)

In this case the default is N because most states do not tax on services. If you charge tax on services then change this to a Y for yes.

Press **F10** to save the record. You are now ready to enter a new service. When finished with all the records press **ESC** to return to the File Creation and Maintenance menu.

After entering a service file the screen will appear as follows:

```
03/03/87                    SERVICE FILE MAINTENANCE                    LHP
05:56 PM                      Your Company's Name
========================================================================
  Service Code : 2001            Description : Consulting
  Measure      : Hour Fraction :    60 Dept.:02
  Sale Price   :     130.000  Taxable (Y/N) : N  Last Sale Date   :   /  /


  =========================== STATISTICAL INFORMATION ====================

            Yr.Bef.Lst Last Year This Year  Forecast  Variance      %

  Units Sold :      0        0        0         0         0       0.0
  $ Sales    :      0        0        0         0         0       0.0




```

F1-Help   F6-Delete   F10-Process   ESC-Exit

DEFINE THE COST SYSTEM

Dac-Easy Accounting allows you to choose from three different costing methods when posting product sales. They are average cost, standard cost, and last purchase price.

AVERAGE COST

This is the default if no other method is selected. This method will simply add the dollars and units to the total on hand each time you purchase stock and divide the total dollars by the total units to always give you a current average cost. Each time you sell a product, the system will assign the cost on this average. This is the most common inventory costing system used.

LAST PURCHASE PRICE

This option is widely used in businesses where prices from vendors change frequently (such as a retail business). With this system each time you sell a product the system takes the last purchase price and assigns this cost to the units sold. The purchase price will always be net of discounts from your vendor - quantity discounts, rebates, etc. (except for quick payment discounts).

STANDARD COST

This option is recommended for those businesses that have very little fluctuation in product price or those that prefer to make adjustments once or twice a year. Manufacturing businesses usually prefer this method. This method calculates the cost of goods based upon a standard cost which you will set for a period of time. You will usually arrive at this standard cost on a periodic basis - after reviewing what you are now paying and forecasting the increases from your vendors for the period of time you maintain your standard cost.

It is important that you select a costing method before entering invoices through Dac-Easy Accounting. If you don't make a selection then average costing will be used. You will be able to change the costing systems once chosen, however, you will need to consult an accountant or the IRS regarding the existing rules on changes in costing method at that time. Changes made are not retroactive.

To access Define Cost System enter option 6 in the File Creation and Maintenance Menu and the following screen will display:

```
┌─────────────────────────────────────────────────────────────────────────┐
│ 03/04/87            DEFINE COST SYSTEM                               LHP  │
│ 06:31 PM            Your Company's Name                                   │
│ ═════════════════════════════════════════════════════════════════════   │
│                                                                          │
│                                                                          │
│                                                                          │
│                                                                          │
│                                                                          │
│            Define cost system :  Average Cost                            │
│                                                                          │
│                                                                          │
│                                                                          │
│                                                                          │
│                                                                          │
│                                                                          │
│                                                                          │
└─────────────────────────────────────────────────────────────────────────┘
F1-Help   ESC-Exit   <SPACE>- USE THE SPACE BAR TO SELECT ANSWER
```

Simply press the space bar to highlight the desired option and press **ENTER** to confirm.

ACCOUNTS RECEIVABLE/ACCOUNTS PAYABLE

CUSTOMER FILE

In this routine you will enter general information and balances of your customers, notes receivables, employee receivables, etc. Dac-Easy allows you to enter the balance for each of your customers while maintaining a complete audit trail and integrating perfectly with the General Ledger. Assuming that you have the necessary data ready for entry as requested earlier in this chapter, enter option 7 in the File Creation and Maintenance menu. The following screen will display:

```
┌─────────────────────────────────────────────────────────────────────────┐
│ 03/03/87              CUSTOMER FILE MAINTENANCE                      LHP  │
│ 05:56 PM                 Your Company's Name                              │
├─────────────────────────────────────────────────────────────────────────┤
│   Customer Code :                        O=Open B=Bal.Fwd.:              │
│   Name          :                             Sales Person  :            │
│   Contact       :                             G/L Department:            │
│   Address       :                             Discount %    :    0.00    │
│   City          :                  State :    Discount Days :       0    │
│   Zip Code      :        -     Tel : (  )  -  Due days      :       0    │
│                                               Message Code  :            │
│   Credit Limit     :        0.00                                         │
│   Credit Available :        0.00 Current Balance  :          0.00        │
│   Last Sale Date   :   / /       Last Payment Date :    / /              │
│   Month Int. Rate  :  0.00       Sales Tax Rate   :    0.000             │
│                                                                           │
│ ══════════════════════ STATISTICAL INFORMATION ══════════════════════   │
│                                                                           │
│               Yr.Bef.Lst Last Year This Year  Forecast  Variance    %    │
│   # Invoices :      0         0        0          0        0       0.0    │
│   $ Sales    :      0         0        0          0        0       0.0    │
│   $ Costs    :      0         0        0          0        0       0.0    │
│   $ Profit   :      0         0        0          0        0       0.0    │
└─────────────────────────────────────────────────────────────────────────┘
 F1-Help  F6-Delete  F7-Enter invoice  F10-Process  ESC-Exit
```

As in other file setup routines we have programmed certain fields that have a tendency to repeat from record to record, to repeat from the last record entered. Over the course of your data entry this should save you a great deal of time.

CUSTOMER CODE

Enter the code you have assigned to each customer. If the customer already exists in the file, its information will be displayed for editing or review.

Next, enter the customer NAME, CONTACT (often times used for the purchasing agent), and ADDRESS. Use up to 30 characters for each line.

CITY, STATE, ZIP CODE

These fields will display the previous customer's data since they are likely to be the same. If correct simply skip to the next field. If incorrect, enter the correct data.

PHONE

Enter the customer area code and phone number.

TYPE

This field defaults to "Open Invoice" (tracks each outstanding invoice). For the best cash flow and control we recommend using the open invoice method. If however your business is better served using the "Balance Forward" method (maintains detail only for the current month), type **B** and press **ENTER**.

SALESPERSON

Enter a code or initials of the salesperson on this account. If none, you may use a code for a house account. This field is very useful in printing reports by salesperson that track sales, profits, etc.

G/L DEPARTMENT

If you are using departmental control by customer, the department number you enter here will be merged with the SALES, COST OF GOOD SOLD, and the SALES RETURN accounts in the GL INTERFACE TABLE for verification that they exist. Example: If you enter department 01 in this field and the SALES account in the G/L INTERFACE TABLE is 41, Dac-Easy will verify that the account 4101 exists - if not an error message will appear. The same verification is done for SALES, COST OF GOOD SOLD, and SALES RETURNS. This field will default to the last customer entered. If you are not using departmentalization, this field can be used for sorting purposes (customer type, etc.).

DISC. %, DISC. DAYS, and DUE DAYS

These fields all correspond to the terms you offer your customers. As they are likely to repeat from customer to customer, these fields will default to the last record entered.

MESSAGE CODE

Dac-Easy gives you up to forty different messages that can be displayed when working in the customer's file. These messages will be set up later in this chapter, but we recommend you design a few at this time. The purpose of these operator messages (your customers will never see these) is to alert an operator when checking on a customer's account that caution should be taken. For example let's say you set up the code 01 for "Ask for P.O. #" for customers that require you to furnish a purchase order number to collect. If you want to wait to set these up later simply skip this field.

CREDIT LIMIT, MONTHLY INTEREST RATE, SALES TAX RATE

These fields will default to the last customer's data as they are likely to repeat (they may be modified).

All the fields for historical information can be entered directly or can be skipped allowing Dac-Easy to automatically create this history over time. At this moment the screen will appear as follows:

```
03/03/87                    CUSTOMER FILE MAINTENANCE                      LHP
05:56 PM                      Your Company's Name
===============================================================================
  Customer Code :   A001                  O=Open B=Bal.Fwd.:   0
  Name          :   Armand Hart, Inc.           Sales Person  :  JMHJ
  Contact       :   Mr. Armand Hart             G/L Department:  01
  Address       :   4646 Main Street            Discount %    :    2.00
  City          :   Dallas          State :  TX Discount Days :      10
  Zip Code      :   75234-      Tel : (214)434-3545 Due days   :      30
                                                   Message Code :   1
  Credit Limit      :        10000.00
  Credit Available  :        10000.00 Current Balance   :            0.00
  Last Sale Date    :   / /          Last Payment Date :    / /
  Month Int. Rate   :   1.50           Sales Tax Rate   :      7.250

=========================== STATISTICAL INFORMATION ===========================

                Yr.Bef.Lst Last Year This Year  Forecast  Variance      %
  # Invoices :       0         0         0          0         0        0.0
  $ Sales    :       0         0         0          0         0        0.0
  $ Costs    :       0         0         0          0         0        0.0
  $ Profit   :       0         0         0          0         0        0.0
===============================================================================
F1-Help  F6-Delete  F7-Enter invoice  F10-Process  ESC-Exit
```

If you are now ready to enter the customer's current balance, press **F7** and a window will be displayed for invoice or balance entry.

```
┌────────────────────────────────────────────────────────────────────────┐
│ 03/03/87              CUSTOMER FILE MAINTENANCE                      LHP │
│ 05:56 PM                 Your Company's Name                            │
├────────────────────────────────────────────────────────────────────────┤
│                                                                          │
│  Customer Code :  A001                O=Open B=Bal.Fwd.:  O             │
│  Name          :  Armand Hart, Inc.      Sales Person  :  JMHJ          │
│  Contact       :  Mr. Armand Hart        G/L Department:  01            │
│  Address       :  4646 Main Street       Discount %    :    2.00       │
│  City          :  Dallas      State :  TX  Discount Days :   10         │
│  Zip Code      :  75234-   Tel : (214)434-3545 Due days  :    30        │
│                                          Message Code  :  1            │
│  Credit Limit     :        10000.00                                    │
│  Credit Available :        10000.00 Current Balance  :         0.00    │
│  Last Sale Date   :    / /          Last Payment Date :    / /         │
│  Month Int. Rate  :    1.50         Sales Tax Rate    :     7.250      │
│                                                                          │
│                        ADDING OPEN INVOICES                             │
├──────────────────────────────────────────────────────────────────────── │
│             Transaction :          Discount Available:  Due   Reference │
│  Invoice # Code  Date    Amt.Balance  Date     Amount   Date   Number    │
│  00025      I  02/04/87      1500.00 02/14/87    30.00 03/06/87 NONE      │
│                                                                          │
│                                                                          │
│                                                                          │
└────────────────────────────────────────────────────────────────────────┘
F1-Help  F6-Delete  F7-Enter invoice  F10-Process  ESC-Exit
```

FOR OPEN INVOICE CUSTOMERS

If you know exactly the amount of each invoice, simply enter the data as explained below. If you only know some of the exact invoice information but know the customer owes you additional money enter an invoice number called GLOBAL. This invoice will be used to apply future payments that can't be matched up to a particular invoice. Sooner or later the balance from this GLOBAL invoice will turn to zero and be removed from the file. If you want to control your customer by Open Invoice and do not know the different invoices but just the total amount owed, just create the GLOBAL invoice.

If your books are in a real mess and you do not know exactly how much your customer owes, you can still begin by creating an invoice called APPROX if you have a rough guess as to what is owed. As payments come in, apply them to this APPROX invoice and after a few months it will either be negative (the customer owed more than you guessed) or it will still have a balance (the customer didn't owe as much as you guessed). You can make an adjusting entry at that time. You can also simply leave the customer balance blank and when a payment is received from the customer that does not match a Dac-Easy invoice number then enter it as an adjustment or advance. We certainly don't recommend that you to run your business on an estimation basis, however this method will get even the worst mess started and Dac-Easy will make sure you are always in perfect control of your money in the future.

FOR BALANCE FORWARD CUSTOMERS

Enter the total current balance and Dac-Easy will begin controlling the data. If you do not know the exact balance, we suggest you use the Open Invoice method. Since the balance forward method does not maintain enough detail to reconcile these differences. Later it may be impossible to track the difference between the estimated balance and actual activity.

BOTH METHODS

Whichever method you select, the account balance will be entered as follows:

INVOICE#
Enter up to eight alphanumeric characters. We recommend you enter the same number or code that appears on your original document for easy auditing.

TRANSACTION CODE
Enter the letter corresponding to the transaction type to be entered. The three options are I-Invoice, D-Miscellaneous Debit, and C-Miscellaneous Credit.

TRANSACTION DATE
This field will default to the system date entered when you logged onto your computer. Type the desired transaction date or press ENTER to accept the date displayed.

AMT. BALANCE
Enter the invoice or balance forward amount. If this balance is negative enter a minus sign first.

DISC. AVAILABLE DATE
This date will be calculated automatically using the terms in the customer file but you can override it.

DISC. AVAILABLE AMOUNT
This will be calculated automatically using the information recorded in the customer file but may be overridden.

DUE DATE
This will be calculated automatically using the information recorded in the customer file but may be overridden.

REFERENCE NUMBER
The word NONE will appear in this field. You can enter a reference number if available.

You can enter as many invoices per customer as you wish, however, the window will only show the last three entered. You will be able to scroll up or down using the cursor movement keys for review or editing.

Once you are sure that the data is accurate, press **F10** and the Customer Balance, the Open Invoice file, and the General Ledger Transaction file will be updated. In the G/L transaction file the transaction will be coded with SU (for set-up) and MMDD (for the month and day processed) and will contain a debit to the accounts receivable account and a credit to the differences account. This transaction will be updated every time you enter any balance information for a customer using this routine. This provides an audit trail and avoids out of balance books.

WARNING: If you enter **F10** to save the invoices in this set-up procedure and later discover an error, you must enter an adjustment through the accounts receivable transaction entry. This shortcut is used for set-up only and does not allow for deletions or corrections once accepted. Only additions can be processed later.

We do not recommend this shortcut in your everyday routine - it is therefore protected by the highest level of password security to avoid unauthorized use.

Print the Aging Report to have a printed audit trail of these beginning balance entries.

VENDOR FILE

In this routine, you will enter the general information and balances of your vendors and other payables such as taxes, services, utilities, notes payables etc. Dac-Easy allows you to enter the balance for each of your vendors while maintaining a complete audit trail - integrating perfectly with the General Ledger. Assuming you have the necessary data ready for entry as requested earlier in this chapter, enter option 8 in the File Creation and Maintenance menu. The following screen will display:

```
┌──────────────────────────────────────────────────────────────────────────┐
│ 03/03/87               VENDOR FILE MAINTENANCE                      LHP    │
│ 10:50 AM                 Your Company's Name                               │
╞══════════════════════════════════════════════════════════════════════════╡
│    Vendor Code    :                      O=Open B=Bal.Fwd.:    O           │
│    Name           :                        Territory     :                 │
│    Contact        :                        Type          :                 │
│    Address        :                        Discount %    :                 │
│    City           :              State :   Discount Days :        O        │
│    Zip Code       :       -    Tel : (  )  -   Due days  :        O        │
│                                            Message Code  :                 │
│    Credit Limit      :         0.00                                        │
│    Credit Available  :         0.00 Current Balance  :         0.00        │
│    Last Purch. Date  :    /  /        Last Payment Date :     /  /         │
│                                       Sales Tax Rate    :    0.000         │
│                                                                            │
│                      ──── STATISTICAL INFORMATION ────                     │
│                                                                            │
│                Yr.Bef.Lst Last Year This Year  Forecast  Variance    %     │
│    # Invoices :     0         0        0          0         0       0.0    │
│    $ Purchase :     0         0        0          0         0       0.0    │
│                                                                            │
└──────────────────────────────────────────────────────────────────────────┘
 F1-Help  F6-Delete  F7-Enter invoice  F10-Process  ESC-Exit
```

As in other file setup routines we have programmed certain fields that have a tendency to repeat from record to record, to repeat from the last record entered. Over the course of your data entry this should save you a great deal of time.

VENDOR CODE

Enter the code you have assigned to each vendor. If the vendor already exists in the file, its information will be displayed for editing or review. If any field has been changed use the F10 key to save the data.

Next enter the vendor NAME, CONTACT NAME (often times used for salesperson or the the account number used by your vendor for your purchases), and ADDRESS. Use up to 30 characters for each line.

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PHONE

Enter the vendor's area code and phone number.

TYPE

This field defaults to "Open Invoice" (tracks each outstanding invoice). If you prefer the balance forward method (maintain invoice detail for the current month only), type **B** and press **ENTER**.

TERRITORY

Enter a code for the territory or possibly the purchasing agent on this vendor. This field is very useful in printing reports with subtotals per territory.

DISC. %, DISC. DAYS, DUE DAYS

These fields all correspond to the terms your vendors offer. As they are likely to repeat from vendor to vendor, these fields will default to the last record entered.

CITY, STATE, ZIP CODE

These fields will display the previous vendor's data since they are likely to be the same. If correct simply skip to the next field. If incorrect, re-enter the data.

MESSAGE CODE

Dac-Easy gives you up to 40 different messages that can be displayed when working in the vendor file. These messages will be set up later in this chapter, but we recommend you design a few at this time. The purpose of these operator messages (your vendors will never see these) is to alert an operator when ordering from a vendor's account that caution should be taken. For example, let's say you set up the code 10 for "Ask for best price" for accounts that only give you the best price if you ask. If you want to wait to set these up later, skip this field.

CREDIT LIMIT and SALES TAX RATE

These fields will default to the last vendor's data as they are likely to repeat.

All the fields for historical information can be entered directly or skipped to allow Dac-Easy to create this history over time. At this moment the screen will appear as follows:

```
 ┌─────────────────────────────────────────────────────────────────────┐
 │ 03/03/87              VENDOR FILE MAINTENANCE                    LHP │
 │ 05:57 PM                Your Company's Name                         │
 ├─────────────────────────────────────────────────────────────────────┤
 │   Vendor Code    :   WOO1              O=Open B=Bal.Fwd.:  O        │
 │   Name           :   Unique Widgets, Inc.    Territory    :  TX     │
 │   Contact        :   Ms. Sarah Widget        Type         :  01     │
 │   Address        :   2532 Elm Street         Discount %   :   2.00  │
 │   City           :   Dallas       State : TX Discount Days :    10  │
 │   Zip Code       :   75234-0010 Tel : (214)233-2432 Due days :  30  │
 │                                              Message Code  :   2    │
 │   Credit Limit   :      10000.00                                    │
 │   Credit Available :    10000.00 Current Balance   :       0.00    │
 │   Last Purch. Date :    / /        Last Payment Date :   / /        │
 │                                    Sales Tax Rate   :   0.000       │
 │ ════════════════════ STATISTICAL INFORMATION ════════════════════ │
 │                                                                     │
 │             Yr.Bef.Lst Last Year This Year  Forecast  Variance   % │
 │   # Invoices :     0        0        0         0         0      0.0 │
 │   $ Purchase :     0        0        0         0         0      0.0 │
 │                                                                     │
 └─────────────────────────────────────────────────────────────────────┘
 F1-Help  F6-Delete  F7-Enter invoice  F10-Process  ESC-Exit
```

Now you are ready to utilize a unique method of getting your vendor's current balances in the payable and general ledger system. Hopefully you have gathered the balance information so now press **F7** and a window will be displayed for invoice or balance entry.

```
 ┌─────────────────────────────────────────────────────────────────────┐
 │ 03/03/87              VENDOR FILE MAINTENANCE                    LHP │
 │ 05:57 PM                Your Company's Name                         │
 ├─────────────────────────────────────────────────────────────────────┤
 │   Vendor Code    :   WOO1              O=Open B=Bal.Fwd.:  O        │
 │   Name           :   Unique Widgets, Inc.    Territory    :  TX     │
 │   Contact        :   Ms. Sarah Widget        Type         :  01     │
 │   Address        :   2532 Elm Street         Discount %   :   2.00  │
 │   City           :   Dallas       State : TX Discount Days :    10  │
 │   Zip Code       :   75234-0010 Tel : (214)233-2432 Due days :  30  │
 │                                              Message Code  :   2    │
 │   Credit Limit   :      10000.00                                    │
 │   Credit Available :    10000.00 Current Balance   :       0.00    │
 │   Last Purch. Date :    / /        Last Payment Date :   / /        │
 │                                    Sales Tax Rate   :   0.000       │
 │ ═══════════════════════ ADDING OPEN INVOICES ═══════════════════════ │
 │             Transaction :      Discount Available:   Due  Reference │
 │   Invoice # Code  Date   Amt.Balance  Date    Amount  Date  Number  │
 │   12748      I  02/11/87   3746.00 02/20/87   74.92 03/10/87 NONE   │
 │                                                                     │
 └─────────────────────────────────────────────────────────────────────┘
 F1-Help  F6-Delete  F7-Enter invoice  F10-Process  ESC-Exit
```

FOR OPEN INVOICE VENDORS

If you know exactly each invoice and the amount you owe simply enter the data as explained below. If you do not know the exact balance, call your vendor for the amount or ask them to mail you the latest statement.

FOR BALANCE FORWARD VENDORS

Enter the total current balance and Dac-Easy will begin controlling the data. If you do not know the exact balance then we suggest you call your vendor.

Whichever method you select, the account balance will be entered as follows:

INVOICE#
Enter up to eight alphanumeric characters. We recommend you enter the same number or code that appears on your original document for easy auditing.

TRANSACTION CODE
Enter the letter corresponding to the transaction type to be entered. The three options are I-Invoice, D-Miscellaneous Debit, and C-Miscellaneous Credit.

TRANSACTION DATE
This field will default to the system date entered when you logged onto your computer. Type the desired transaction date or press **ENTER** to accept the date displayed.

AMT. BALANCE
Enter the invoice or balance forward amount. If this balance is negative enter a minus sign first.

DISC. AVAILABLE DATE
This date will be calculated automatically using the terms in the vendor file but you can override it.

DISC. AVAILABLE AMOUNT
This field will be calculated automatically using the information recorded in the vendor file but can be overridden.

DUE DATE
This field will be calculated automatically using the information recorded in the vendor file but can be overridden.

REFERENCE NUMBER
The word NONE will appear in this field. You can enter a reference number if available.

You can enter as many invoices per vendor as you wish however the window will only show the last three entered. You will be able to scroll up and down using the cursor movement keys for review or editing.

Once you are sure that the data is accurate, press **F10** and the Vendor Balance, the Open Invoice file, and the General Ledger transaction file will be updated. In the G/L transaction file the transaction will be coded with SU (for set-up) and MMDD (for the month and day processed) and will contain a debit to the differences account and a credit to the payable account. This transaction will be updated every time you enter any balance information for a vendor using this routine. This provides an audit trail and avoids out of balance books.

WARNING: If you enter **F10** to save the invoices in this set-up procedure and later discover an error, you must enter an adjustment through the normal accounts payable transaction entry. This shortcut is used for set-up only and does not allow for deletions or corrections once accepted. Only additions can be processed later.

We do not recommend this shortcut in your everyday routine - it is, therefore, protected by the highest level of password security to avoid unauthorized use.

Print the Aging Report for an audit trail of these beginning balance entries.

MESSAGES FILE

As previously explained, you can set up to 40 different messages in this file. Any one of these messages can be assigned to a customer or vendor account and displayed to the operator any time the account is accessed. These messages can also be called from the Purchase Order and Billing entry routines to enter messages in the body of P.O.'s and invoices. To create or edit these messages enter option 9 in the File Creation and Maintenance menu.

Enter the text desired with up to 40 characters each. Press **ENTER** or use the cursor movement keys to move to another field. You can use the **HOME** and **END** keys to move to the first or last message. Only 16 lines can be displayed on the screen at one time. Once you are finished, press **ESC** to save the data and return to the File Creation and Maintenance menu. The following screen will give you examples of how to set up your messages:

```
03/03/87                     SPECIAL MESSAGES TABLE                      LHP
05:57 PM                       Your Company's Name

      Msg. No.        Message
      ========        =======
         1            Check Credit Available
         2            Ask P.O. Number
         3            Check Discount with Manager
         4            Thank You Very Much for your Business
         5
         6
         7
         8
         9
        10
        11
        12
        13
        14
        15
        16

F1-Help   ESC-Exit
```

STATEMENT TEXTS

Dac-Easy Accounting allows you to print customized messages when you print monthly statements to your customers based upon their current balance and the age of that balance. There are five different circumstances handled: 1) No activity during the month and no balance; 2) Customers that are current; 3) Customers whose balance is delinquent 1 to 30 days; 4) Customers whose balance is delinquent 31 to 60 days; and 5) Customers whose balance is delinquent over 60 days. As you can see, some categories like "inactive" and "current" can be used for sales messages such as "We thank you for your business," while the last three messages can get increasingly tougher. It is a proven fact that these messages get results. To access this routine enter option 10 in the File Creation and Maintenance menu.

Enter up to 40 characters of text for each of the available lines. If you want the text centered within the field, simply press the **F2** key. Once the text is entered, move to the other message lines with the cursor movement keys and when finished, press **F10** or the **ENTER** key to save your text. Leave those messages blank which you choose not to print. The following screen will illustrate this routine.

```
03/04/87                  CUSTOMER'S STATEMENT TEXTS                    LHP
06:31 PM                     Your Company's Name


    Inactive         Line 1  Thank you for your past business, we
                     Line 2  hope we can be of service in the future

    Current Bal.     Line 1  Thank you for your business, it is nice
                     Line 2   to have such a prompt paying customer

    Due  1-30 Days   Line 1    Thank you for your business, but it
                     Line 2    seems that your payment is past due

    Due 31-60 Days   Line 1  Thank you for your business, but your
                     Line 2     payment is seriously past due

    Due Over 60      Line 1  Your payment will be turned over to our
                     Line 2  legal department if not paid immediately


F1-Help  F2-Center  ESC-Exit
```

COMPANY INFORMATION

COMPANY ID

Dac-Easy Accounting reserves the first few lines of each report for your company's name and address. The first line you enter will also be displayed in most screens for identification purposes. This is an important feature if you process several different companies. To access this routine simply enter option 11 in the File Creation and Maintenance menu.

You have up to 40 characters per line. Once you have entered the text press **F2** to center the text on each line. After finishing the four lines the data will be saved and the cursor will return to the File Creation and Maintenance Menu.

```
┌──────────────────────────────────────────────────────────────────┐
│ 03/03/87              COMPANY NAME TABLE                      LHP  │
│ 05:57 PM              Your Company's Name                          │
╞══════════════════════════════════════════════════════════════════╡
│                                                                    │
│                                                                    │
│        Line 1 :              Your Company's Name                   │
│        Line 2 :        4801 Spring Valley Road Building 110-B      │
│        Line 3 :        Dallas, TX 75244    Phone (214) 458-0038    │
│        Line 4 :                                                    │
│                                                                    │
│                                                                    │
│                                                                    │
│                                                                    │
│                                                                    │
│                                                                    │
│                                                                    │
│                                                                    │
└──────────────────────────────────────────────────────────────────┘
F1-Help  F2-Center  ESC-Exit
```

INVOICE/P.O. NUMBERS

If you are going to prepare purchase orders, invoices, and statements with Dac-Easy Accounting then you will want to begin the numbering system using the next available numbers from your manual system. Dac-Easy allows numbers from 00001 to 99999 and once the last number is reached, the system will start over with 00001. If you want to begin your numbers from 00001, you can skip this routine.

This routine is protected with the highest-level password to avoid unauthorized changes. Enter the numbers you want to start with in each system and press **ESC** to return to the File Creation and Maintenance menu.

```
┌──────────────────────────────────────────────────────────────────────┐
│ 03/03/87              NUMBER SEQUENCE TABLE                       LHP  │
│ 05:57 PM               Your Company's Name                             │
├──────────────────────────────────────────────────────────────────────┤
│                                                                        │
│                                                                        │
│     Last Purchase Order Number                   :                     │
│     Last Purchase Order Return Number            :                     │
│     Last Invoice Number                          :                     │
│     Last Sales Return Number                     :                     │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
└──────────────────────────────────────────────────────────────────────┘
F1-Help   ESC-Exit
```

BILLING/P.O. CODES TABLE

Frequently you will need to purchase or sell things that are not set up in your product or service files. Purchases such as fixed assets, airline tickets, insurance, freight, packaging, etc. All of these things can be bought and sold through the billing and purchase order systems by using these miscellaneous codes.

There are 20 different codes available for Purchase Order and another 20 available for Billing. In each code you will need to enter the account which will receive the debit or credit in the general ledger. All the P.O. codes will reflect a debit to the account and for the same amount when entered, printed and posted under Merchandise Received, or a negative debit (credit) when it is a P.O. Return. The P.O. routine by itself does not affect the accounting until the merchandise or service is received.

In the Billing system, each code used will reflect a credit to the account related to the code used in the Invoice routine and a negative credit (debit) when used in the Sales Return or Credit Memo routine.

You must set up these codes before attempting to use them in the Purchase Order or Billing routine. Enter option 13 in the File Creation and Maintenance menu.

On the left side of the screen are the 20 codes used for the Purchase Order and on the right side of the screen are the 20 codes for the Billing routine. To move from one side to the other press **F2**. You have up to 20 characters to describe the code, however, when entering an invoice through the Purchase Order or Billing routines, you can expand these descriptions up to 50 characters. If the codes are taxable enter **Y** in the Tax column or leave the default **N** if not taxable. Press **F10** to save your changes or **ESC** to abort.

The sample on the next page shows the codes included in the Dac-Easy sample Chart of Accounts - remember that you can change these samples to meet your own needs.

PURCHASE ORDER CODES					BILLING CODES		
Code	Description	Acct.	Tax.	Code	Description	Acct.	Tax.
1	Freight	52081	N	1	Freight	4301	N
2	Insurance	52082	N	2	Insurance	4302	Y
3	Packaging	52083	N	3	Packaging	4303	Y
4	Advertising Radio/TV	52191	Y	4			
5	Advertising Print	52192	Y	5			
6	Autos & Trucks	12011	Y	6	Autos & Trucks	12011	Y
7	Furniture & Fixtures	12021	Y	7	Furniture & Fixtures	12021	Y
8	Office Equipment	12031	Y	8	Office Equipment	12031	Y
9	Machinery & Equip.	12041	Y	9	Machinery & Equip.	12041	Y
10	Other Fixed Assets	12061	Y	10	Other Fixed Assets	12061	Y
11	Office Supplies	5211	Y	11			
12				12			
13				13			
14				14			
15				15			
16				16			
17				17			
18				18			
19				19			
20				20			

F1-Help F2-Toggle Po/Billing F10-Process ESC-Exit

PASSWORD SETUP AND MAINTENANCE

To select the password table, enter **98** from the main menu (this option is not displayed on the main menu). You can enter up to 5 passwords with up to 8 characters each. Press **ENTER** after each password. The system will request the password before allowing entry to any given routine, but the password you enter will not be displayed on the screen for added security from the casual observer. The chart below indicates the password levels necessary for entry into the different routines.

Level-1
Allows access to the BILLING and PURCHASE ORDER system.

Level-2
Allows access to the GENERAL LEDGER, ACCOUNTS RECEIVABLE, ACCOUNTS PAYABLE, INVENTORY, FILE CREATION AND MAINTENANCE and level 1 routines.

Level-3
Allows access to all posting processes, the REPORTS menu, FORECASTING, the END PERIOD routines, and level 1 and 2 routines.

Level-4
Allows access to the G/L Interface table and level 1, 2, and 3 routines.

Level-5
This is the master password. With it you are able to access any menu and routine in Dac-Easy Accounting and the PASSWORD MENU.

```
 03/12/87                    DAC EASY Accounting 2.0                      LHP
 10:40 AM



                               MAIN MENU

                          1  General Ledger
                          2  Accounts Receivable
                          3  Accounts Payable

              +------------------------------------------+
              |              Password Table              |
              |                                          |
              |   Level 1 : MARY                         |
              |   Level 2 : JOHN                         |
              |   Level 3 : KEITH                        |
              |   Level 4 : GLORIA                       |
              |   Level 5 : JEFF                         |
              |                                          |
              +------------------------------------------+




 F1-Help  F3-File Utilities  F4-Change Date  ESC-Exit
```

INSTALLATION SUMMARY

In this section we have explained the set-up of your files in preparation for using Dac-Easy Accounting. You will quickly realize the tremendous advantages to computerized accounting.

Dac Software, Inc. maintains one of the largest and best-trained support staffs in the accounting software industry. We offer one of the most affordable service plans that feature guaranteed fast response, toll-free lines, and professional service. One of the most unique features of our service is that we will help you with any accounting question, not just on the operation of our software. Accounting questions, DOS questions, anything to help make your job easier. Tens of thousands of businesses rely on us being just a phone call away. Subscribe today by sending in the subscription form and your registration card enclosed in your package.

As an introductory service, we offer free installation support from one of our trained consultants for 10 minutes or 60 days from the date of purchase (whichever comes first). This introductory support is not toll-free and your registration card must be on file.

If you find that you have a defective disk or an installation problem call our normal business lines and we will correct the problem immediately at no cost to you. We do however need the serial number printed on the disk and your registration card. So don't delay sending in your registration card immediately.

Chapter 4
DAILY ACCOUNTING TASKS

In this chapter we will explain the most common accounting tasks that would be encountered on any given day in the typical operation of a business. We do not get into a field-by-field explanation in this section, rather, we want you to get the "feel" of these daily tasks such as purchasing products, purchasing fixed assets, customer billing, etc. For a field by field explanation you can refer to the Reference chapter in this manual or press **F1** while in the program to access the help screen.

Once you have set up your data as explained in the previous chapter, the day-to-day tasks explained in this chapter will be extremely easy and will give you the necessary information to better manage your business.

There are four basic accounting tasks that are common to any business: 1) to purchase goods or services; 2) to pay for those goods or services; 3) to sell goods or services; and 4) to collect for those goods or services. Probably 95% of all accounting and clerical activities are covered by these four tasks. The remaining 5% usually have to do with keeping financial information current as time goes on, as in the example of depreciation.

In this chapter we will use for our examples the sample Chart of Accounts included in your Dac-Easy Accounting package. If you decided to create your own Chart of Accounts, you should have no problem relating our examples to your design.

PURCHASING

The best way to save money in any business is by applying good techniques to the purchasing function. If done correctly, the advantage will be with you instead of your vendors.

PRODUCT PURCHASES FOR RESALE

Follow these steps to purchase products from your vendors which you intend to resale to your customer. Naturally, you need to create records for products and for vendors as explained in the previous chapter.

STEP 1

You must first prepare your purchase order which is in routine 1 of the Purchase Order Menu. Ask your vendors to use a Purchase Order number when referring to your order to keep better control. Before creating purchase orders, it is a good idea to run the Alert Report (option 13 in the Reports Menu) to get an idea of what quantity to order. At this time you can take any discounts offered by your vendor. If there are miscellaneous charges such as insurance or prepaid freight, make sure these descriptions have been setup in routine 13 in the File Creation & Maintenance Menu so they will be available when you create the P.O. You will also be able to type in any commentary on the P.O. if needed. It is important to always use a P.O. even when ordering by phone. Simply insert in your P.O. the remarks "PHONE ORDER, P.O. FOR CONFIRMATION ONLY" so you will be ready to receive the merchandise when it arrives. If you fail to use P.O.'s, you will never have accurate information on what has been ordered resulting in lost sales and/or overstocking caused by duplicate orders.

STEP 2

You are ready to print the purchase order using routine 4 in the Purchase Order menu. We suggest you use one of the two different preprinted forms offered by Dac to create the best impression, however, you may also print on regular computer paper. You have the choice here to print a copy of the P.O. without prices or totals to use as a receiving list for your warehouse.

STEP 3

Review your Purchase Order to make sure it has been properly entered and printed. If there is an error, correct it and reprint the Purchase Order. NEVER make changes by hand because not only do they create a poor image but they are never reflected in your accounting.

STEP 4

Periodically print the Purchase Order Status report to review open P.O.'s. It is a good idea to check with your vendors to see that they have received your P.O. or that your order is not on backorder. Remember poor purchasing is quickly reflected in poor sales. Also, make sure your vendors understand any price changes must be approved in advance.

```
                           Purchase Order #    00003
Vendor Code:   C001        Remark:
Carrasc Tilt Inc.          Ship Asap                 Via Best Way
Ms. Sylvia Carrasc                                   FOB Dallas
6747 Preston Road                                    Your Ref. 1000
Dallas          TX  75234-0010                       Our Ref.  2000
Disc. Days     10 Disc. %  2.00  Due Days     30
```

Item #	Desc. Ordered	Price	Disc.	Extended
1001	Widgets Model 1001			
	50.000	52.000	0.00	2600.00
1002	Item Model 1002			
	10.000	25.000	0.00	250.00
C 1	Freight			
				30.00

```
Sub Total    Sales Tax  Total
   2880.00       0.00    2880.00
```

F1-Help F6-Delete tran F10-Process   ALT D-Delete Line

---

dac software, inc.   Easy/Series

4801 Spring Valley Rd., Building 110 B, Dallas, Texas 75244 (214) 458-0038

Carrasc Tilt Inc.
Ms. Sylvia Carrasc   **PURCHASE ORDER**   REMARKS:
6747 Preston Road   Ship Asap
Dallas TX 75234-0010

DATE	NO.	PAGE	DUE DATE
03/17/87	00003	1	04/16/87

SHIP VIA	F.O.B.	DISC. DAYS	DISC. %	NET DAYS	YOUR # REF.	OUR # REF.
Best Way	Dallas	10	2.00	30	1000	2000

INVENTORY #	DESCRIPTION	ORDERED	UNIT PRICE	DISC. %	EXTENDED PRICE
1001	Widgets Model 1001	50.000	52.000	0.00	2600.00
1002	Item Model 1002	10.000	25.000	0.00	250.00
	Freight				30.00

SUB-TOTAL	2880.00
TAX	0.00
TOTAL	2880.00
NET TO PAY	2880.00

PO STATUS REPORT

Vend. Dept.	PO. Number	Vendor Code	Name	Date	Gross	Tax	Total	Status	Printed
01	00003	C001	Carrasc Tilt Inc.		1580.00	0.00	1580.00	Backorder	NO
01	00007	C001	Carrasc Tilt Inc.		84.00	0.00	84.00	Backorder	NO
01	00008	A001	Allstate Allowances, Inc	03/21/87	1430.00	0.00	1430.00	On Order	YES
01	00010	W001	Unique Widgets, Inc.	03/18/87	2912.00	0.00	2912.00	On Order	YES
			Department Total :		6006.00	0.00	6006.00		
02	00009	R001	Rizzutti Agency	03/18/87	676.35	49.04	725.39	On Order	YES
02	00011	B001	Town North National Bank		450.00	0.00	450.00	On Order	NO
			Department Total :		1126.35	49.04	1175.39		
			Grand Totals :		7132.35	49.04	7181.39		

Alert Report

Vendor Proposals

Marketing Research

Experience

Vendor File

Product File

Miscellaneous Codes File

Purchase Order Entry

Routine # 4.1

Print P.O.'s

OK?

No

Yes

Inventory: On-Order Field Updated

Mail P.O.'s

Receiving Check List for Warehouse

Purchase Order Status Report
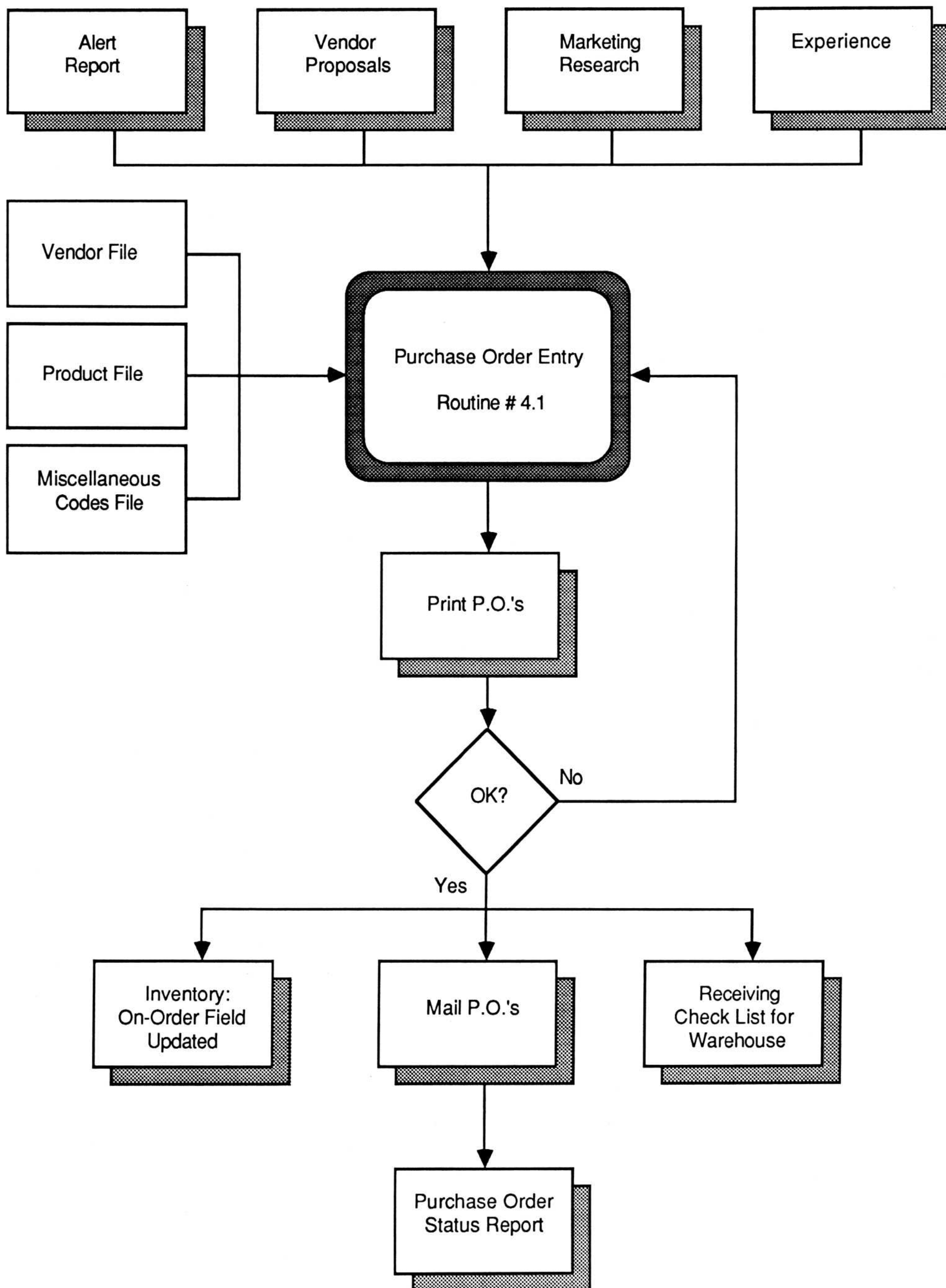
RECEIVING PRODUCTS PURCHASED

Good product receiving techniques save time and money. Begin by keeping copies of all Purchase Orders in the Receiving Department. Dac-Easy Accounting allows you to receive merchandise that was not on the original P.O. (you can decide to accept or reject them later). Always count the product received to record any discrepancies. It is a good idea to have an up-to-date Vendor Directory (routine 8 in the Report Menu) so your receiving staff can contact the vendor with problems. The P.O. or the vendors packing slip is used to enter the receipt of this product to the accounting system by following these steps:

STEP 1

Retrieve the P.O. number in the Enter Merchandise Received (routine 2 in the Purchase Order Menu) and the contents of that P.O. will be displayed. You can now update any information which might have changed such as terms, discounts, prices, etc. If the quantity received is short then Dac-Easy Accounting will automatically display the difference as a Back-Order and recalculate the total price. If items came in which were not on the original P.O. then they can be added.

STEP 2

If you did not use a P.O. to order merchandise then you may still use this routine to enter merchandise received as a new P.O. number.

STEP 3

Once you have entered all the P.O.'s received, print the Merchandise Received (routine 5 in the P.O. menu) to verify the data entered. Correct any errors before posting and save this report for an audit trail.

STEP 4

Use routine 3 from the P.O. menu to return merchandise to your vendors. Make sure to enter the same price and REF.# information. Now print the P.O. Return (routine 6 in the P.O. menu) on plain white paper or on Dac-Easy Forms. Correct any errors and reprint if needed. You can print a packing slip for the warehouse if needed (routine 6 in the P.O. menu). Remember, you can return merchandise received at any time.

STEP 5

Once all P.O.'s, merchandise received, and P.O. returns have been printed and reviewed, you are now ready to print the P.O. Journal. This journal has a summary of all merchandise received or returned and includes a summary by product and by miscellaneous charges. P.O.'s themselves are not shown until they are received because they do not affect the accounting information.

STEP 6

The final step each day is to run the Purchase Order Posting process (routine 8 in the P.O. menu). This routine updates the Product file with the merchandise received or returned, the Vendor file with the new balances owed and other historical data, and the Purchase Order file keeping those products which are on back-order and erasing the others. The posting process also affects the General Ledger transaction file which will probably reflect Debits to the Inventory and Miscellaneous accounts (freight, shipping, etc) and Credits to the Accounts Payable account. In the case of a Return the reverse would be true. The transaction number in the General Ledger Journal will be assigned automatically and will always be "PO" and the month and day in the MMDD format, ie. PO1215.

WARNING: Before posting it is very important to back up your files.

```
                          ┌─────────────────┐
                          │ Receive         │
                          │ Merchandise     │
                          └─────────────────┘
                                   │
                                   ▼
                    ┏━━━━━━━━━━━━━━━━━━━━━━━┓
                    ┃   Enter               ┃
                    ┃ Merchandise Received  ┃
          ┌────────▶┃   Routine # 4.2       ┃
          │         ┃                       ┃
          │         ┃   Enter               ┃
          │         ┃   P.O. Returns        ┃
          │         ┃   Routine #4.3        ┃
          │         ┗━━━━━━━━━━━━━━━━━━━━━━━┛
          │               │      │      │
          │         ┌──────┘      │      └──────┐
          │         ▼             ▼             ▼
          │   ┌──────────┐ ┌────────────┐ ┌────────────┐
          │   │ Print    │ │ Vendor File:│ │ Inventory: │
          │   │Merchandise│ │ Open Invoice│ │On-Hand Field│
          │   │Receipts/  │ │ Created    │ │ Updated    │
          │   │Returns    │ └────────────┘ └────────────┘
          │   └──────────┘
          │        │
    No    │        │
          │        ▼
       ◇ OK? ◇◀────┘
          │
    Yes   │
          ▼
   ┌──────────┐   ┌────────────┐   ┌────────────┐
   │ Print    │──▶│Backup Files│──▶│Post Process│──┐
   │ Purchase │   └────────────┘   └────────────┘  │
   │ Journal  │                                     │
   └──────────┘
```

Receive Merchandise

Enter Merchandise Received Routine # 4.2

Enter P.O. Returns Routine #4.3

Print Merchandise Receipts/Returns

Vendor File: Open Invoice Created

Inventory: On-Hand Field Updated

No

OK?

Yes

Print Purchase Journal

Backup Files

Post Process

Backorder

G/L Transaction Created

Statistical Data Updated

PURCHASE OF OTHER ASSETS

FIXED ASSETS

When buying fixed assets such as equipment or furniture, you will follow much the same procedure as in any other purchase. The main difference is that you use a special code in the Purchase Order that should have been created in the Bill/P.O. codes routine (routine 13 in the File Creation & Maintenance menu). Since you can enter up to 50 characters in the P.O. when making the purchase you can describe the asset purchased in detail as shown in the example.

```
┌─────────────────────────────────────────────────────────────────────────┐
│                              Purchase Order #    00004                    │
│  Vendor Code:    M001          Remark:                                    │
│  Martin M. Inc                 Delivery before         Via UPS            │
│  Mr. M Martin                  noon.                   FOB Dallas         │
│  7474 Central Expwy                                    Your Ref. 3232     │
│  Dallas          TX   75244-0010                       Our Ref.  4332     │
│  Disc. Days      10 Disc. %  2.00  Due Days      30                       │
├─────────────────────────────────────────────────────────────────────────┤
│     Item #           Desc. Ordered            Price    Disc. Extended     │
├─────────────────────────────────────────────────────────────────────────┤
│     C 7            2 Black Executive Desk                                  │
│                                                              1800.00       │
│     C 7            2 Black Leather Chairs                                  │
│                                                              1400.00       │
│                                                                           │
│                                                                           │
├─────────────────────────────────────────────────────────────────────────┤
│   Sub Total      Sales Tax   Total                                        │
│     3200.00          0.00    3200.00                                      │
└─────────────────────────────────────────────────────────────────────────┘
F1-Help  F6-Delete tran  F10-Process  ALT D-Delete Line
```

If you purchased the assets on a monthly installment basis financed by the vendor, you need to include in the P.O. the total amount for the asset and the total amount for the interest or commission as shown in the following example:

123

```
+------------------------------------------------------------------+
|                         Purchase Order #     00004               |
| Vendor Code:    M001          Remark:                            |
| Martin M. Inc                 Delivery before      Via UPS       |
| Mr. M Martin                  noon.                FOB Dallas    |
| 7474 Central Expwy                                 Your Ref. 3232|
| Dallas          TX   75244-0010                    Our Ref.  4332|
| Disc. Days     10 Disc. % 2.00  Due Days      30                 |
|------------------------------------------------------------------|
|   Item #          Desc. Ordered              Price   Disc. Extended|
|------------------------------------------------------------------|
|   C 7          2 Black Executive Desk                            |
|                                                          1800.00 |
|   C 7          2 Black Leather Chairs                            |
|                                                          1400.00 |
|   C 12         Interest for 12 months at 12 % APR                |
|                                                           192.00 |
|                                                                  |
|                                                                  |
|------------------------------------------------------------------|
|   Sub Total    Sales Tax   Total                                 |
|      3392.00        0.00    3392.00                              |
+------------------------------------------------------------------+
```

F1-Help F6-Delete tran F10-Process ALT D-Delete Line

When the asset is received you would recall the P.O. and assign the due date as the
last installment date. If you are purchasing an asset in monthly installments which will
be financed by a third party such as a bank, use the Bank as a vendor and in the
remarks field reference the vendor's name. This way you will be able to issue the
check to the bank each month and not to the vendor.

```
+------------------------------------------------------------------+
|   Merchandise Received from Purchase Order #     00004           |
| Vendor Code:    M001          Remark:                            |
| Martin M. Inc                 Delivery before      Via UPS       |
| Mr. M Martin                  noon.                FOB Dallas    |
| 7474 Central Expwy                                 Your Ref. 3232|
| Dallas          TX   75244-0010                    Our Ref.  4332|
| Disc. Days     10 Disc. % 2.00  Due Days     365                 |
|------------------------------------------------------------------|
|   Item #     Desc. Ordered Received Back Ord.  Price  Disc. Extended|
|------------------------------------------------------------------|
|   C 7          2 Black Executive Desk                            |
|                                                          1800.00 |
|   C 7          2 Black Leather Chairs                            |
|                                                          1400.00 |
|   C 12         Interest for 12 months at 12 % APR                |
|                                                           192.00 |
|                                                                  |
|                                                                  |
|------------------------------------------------------------------|
|   Sub Total    Sales Tax   Total                                 |
|      3392.00        0.00    3392.00                              |
+------------------------------------------------------------------+
```

F1-Help F6-Delete tran F10-Process ALT D-Delete Line

PURCHASING SERVICES

The purchase of services such as airline tickets, advertising, contract labor, remodelling, maintenance, insurance, etc. will use the same routine as products. Review the following samples to better understand the slight differences:

```
                              Purchase Order #    00005
Vendor Code:    M002          Remark:
Kelly Services                                    Via
Ms. Margaret Kelly                                FOB
323 Central Expressway                            Your Ref. 111
Dallas          TX  75240-0010                    Our Ref.  005
Disc. Days      0 Disc. %  0.00  Due Days    30
```

Item #	Desc. Ordered	Price	Disc.	Extended
C 13	Contract Labor			
				1000.00
D	100 typist hours at $10 each			
D	week from march 2 thru 6			

```
Sub Total      Sales Tax   Total
   1000.00         0.00    1000.00
```

F1-Help F6-Delete tran F10-Process ALT D-Delete Line

```
                              Purchase Order #    00006
Vendor Code:    R001          Remark:
Rizzutti Agency               Phone Order         Via
Mr. John Rizzutti             This form is only   FOB
1234 Beltway                  Confirmation        Your Ref. 2121
Dallas          TX  75248                         Our Ref.  0006
Disc. Days     10 Disc. %  2.00  Due Days    30
```

Item #	Desc. Ordered	Price	Disc.	Extended
C 5	Advertising Print			
				5000.00
D	4 color junior page D Magazine June'87			
D	Material closing date april 10, 1987			
D	Thank You for your help.			

```
Sub Total      Sales Tax   Total
   5000.00         0.00    5000.00
```

F1-Help F6-Delete tran F10-Process ALT D-Delete Line

OTHER TYPES OF SERVICES

There are a variety of services you use that don't require P.O.'s such as phone, rent, utilities, security services, expense reports, taxes, etc. These services usually vary in the amount each month although they can be the same. Trying to issue a P.O. in these cases would be a waste of time, however you need to enter these liabilities in your accounting and be able to print checks.

To enter these types of transactions and other miscellaneous debits or credits to the vendor/accounts payable file you will use Enter Transactions (routine 1 in the Accounts Payable menu).

Miscellaneous credits can be an invoice, a finance charge, interest, late charges, price adjustments, etc. The balancing entry to these credits may be debits to interest expense, purchase expense, other expense, etc.

A miscellaneous debit could be a special discount given by a vendor with the balancing entry being a credit to Purchase Expense or to Other Revenue.

```
                 ACCOUNTS PAYABLE TRANSACTION ENTRY
 Trans. #   : 0001                 Reference/Check #   : REIMB.
 Vendor Code: S001                 Transaction Date    : 03/05/87
 Vendor Name: Sandra Dair - Cashier   Due Date         : 03/05/87
 Trans. Code: I                    Discount Date       : 03/05/87
 Invoice #  : CASH                 Discount Available  :      0.00

 Acct.#    Account Name         Description        Debit      Credit

 2101    Accts Payable-ModulePetty Cash Reimbursement             258.00
 520118 Contract Labor       Petty Cash Reimbursement   50.00
 52021  Autos & Trucks       Petty Cash Reimbursement   18.00
 52051  Autos & Trucks       Petty Cash Reimbursement   37.00
 52081  Freight              Petty Cash Reimbursement   25.00
 5211   Office Supplies      Petty Cash Reimbursement   43.00
 5212   Telephone & TelegrphPetty Cash Reimbursement    15.00
 5216   Contribution/Donat.  Petty Cash Reimbursement   50.00
 5401   Cash Short           Petty Cash Reimbursement   20.00


 Total Debits :    258.00    | Total Credits :    258.00
```

F1-Help F6-Delete tran F9-Auto entry F10-Process ALT D-Delete line

As explained previously, the Vendor code must first have been created before using this routine.

STEP 1

Enter transactions. The transaction number is assigned by Dac-Easy Accounting by pressing RETURN in the TRANSACTION # field. If you enter a number for a transaction previously entered, the detail from that transaction will be displayed for editing or review for identification and audit trail purposes. The invoice number is important when entering transactions. The accounts payable account will receive the first entry - thereafter, any account may be used for the distribution except for Inventory, Accounts Payable, and Accounts Receivable. All debits and credits must equal before exiting from the transaction. If the total of debits and credits do not equal because of errors in the source document, delete the transaction with **F6** and correct the source document before entering into the system.

By using this routine in conjunction with the Purchase Order routine you will not only be able to use preprinted checks but you will keep complete historical information on all your vendors. This information will be invaluable for cost-productivity analysis and can be ported to your favorite spreadsheet or database using Dac-Easy RePort.

Be sure that all vendors that are to receive 1099 forms at the end of the year have a special code in the vendor file. This will assist you in preparing the 1099 information at the end of the year. Dac-Easy does not print the 1099 for you, however, you may use your statistical reports to print activity reports for all vendors under this category.

STEP 2

Once you have entered the transactions for the day you will need to print the Transaction Journal (option 1- Print Journals in the Accounts Payable menu). This journal gives you the opportunity to review all entries before posting to the general ledger.

STEP 3

Once all entries have been reviewed and corrected you will need to back-up your files and then run the posting routine which will send a summary transaction to the General Ledger transaction file. The journal code will be AP plus MMDD (month-day). The vendor's file will also be updated in the historical data fields.

The following flowchart will illustrate this process.

```
                      ┌─────────────────┐
                      │ Source          │
                      │ Documents and   │
                      │ Bills           │
                      └─────────────────┘
                               │
                               ▼
┌──────────────┐      ╔═════════════════════╗      ┌──────────────┐
│ Vendors in   │      ║                     ║      │ Updates      │
│ File         │─────▶║ Enter Invoices      ║─────▶│ Open Invoice │
│              │      ║ and                 ║      │ File         │
└──────────────┘      ║ Misc. Credits and   ║      └──────────────┘
                      ║ Debits              ║
┌──────────────┐      ║                     ║
│ G/L Accounts │─────▶║ Routine # 3.1       ║◀─────────┐
│ in File      │      ║                     ║          │
└──────────────┘      ╚═════════════════════╝          │
                               │                        │
                               ▼                        │
                      ┌─────────────────┐               │
                      │ Print           │               │
                      │ Journal         │               │
                      └─────────────────┘               │
                               │                        │
                               ▼                        │
                            ◇ OK?    No ────────────────┘
                               │
                              Yes
                               │
                               ▼
                      ┌─────────────────┐
                      │ Back up         │
                      │ Files           │
                      └─────────────────┘
                               │
                               ▼
                      ┌─────────────────┐
                      │ Post Process    │
                      └─────────────────┘
                          ╱        ╲
                         ▼          ▼
              ┌──────────────┐  ┌──────────────┐
              │ Statistical  │  │ G/L Transaction│
              │ Information  │  │ Created      │
              │ Updated      │  │              │
              └──────────────┘  └──────────────┘
```
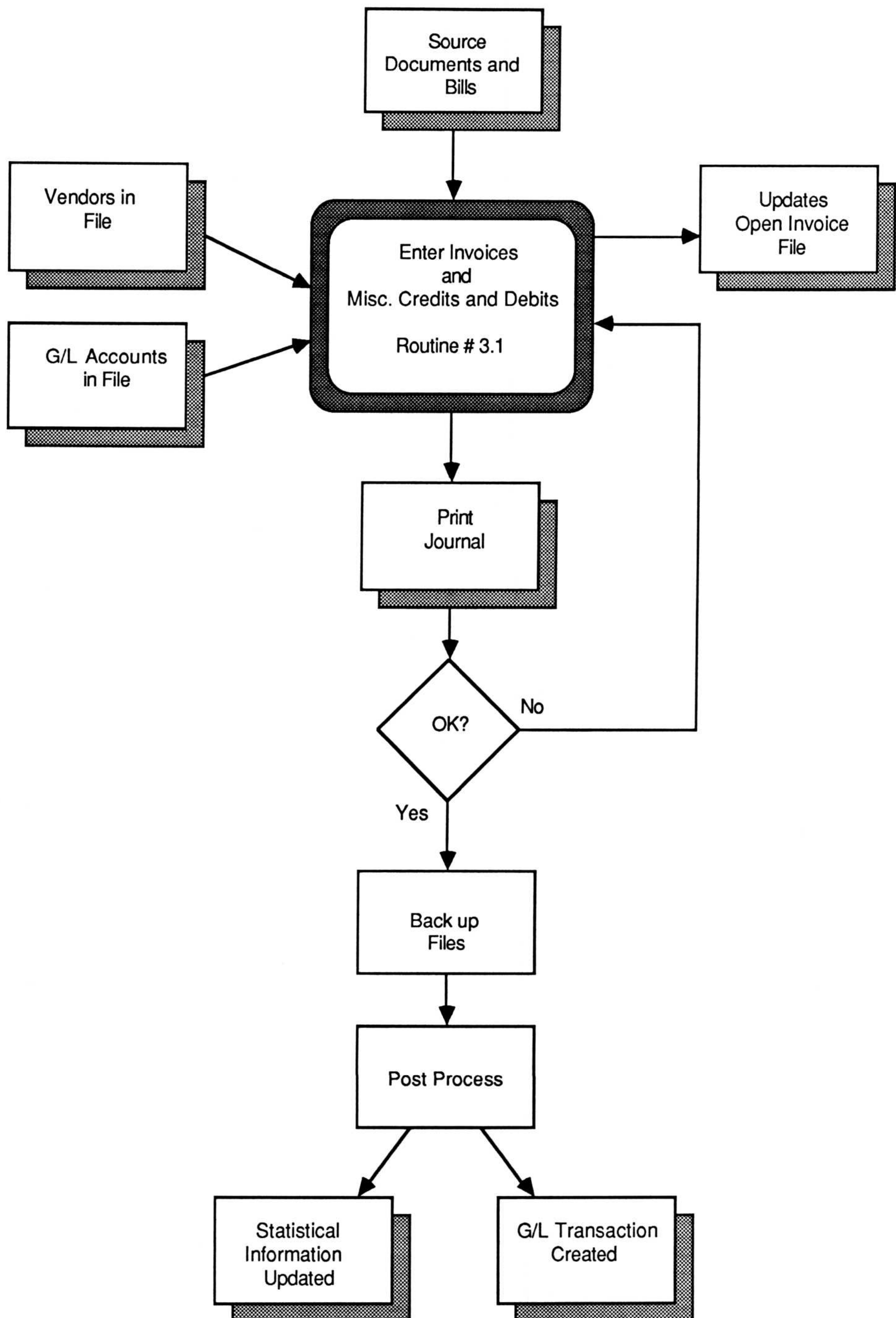
CORRECTING AN ERROR

If you need to correct data in the Merchandise Received or Purchase Returns routine before posting, simply retrieve the record and edit the necessary fields. It will be necessary to reprint the Merchandise Received or Purchase Returns and the journal before posting. This feature protects against posting information that has not been reviewed. If you need to delete a transaction simply retrieve the record and press **F6**. This delete feature works in both the purchase order and accounts payable transaction entry routines.

```
┌──────────────────────────────────────────────────────────────────────┐
│               ACCOUNTS PAYABLE TRANSACTION ENTRY                       │
│   Trans. #   : 0001              Reference/Check #    : REIMB.          │
│   Vendor Code: S001              Transaction Date     : 03/05/87        │
│   Vendor Name: Sandra Dair - Cashier   Due Date       : 03/05/87        │
│   Trans. Code: I                 Discount Date        : 03/05/87        │
│   Invoice #  : CASH              Discount Available :         0.00      │
│ ──────────────────────────────────────────────────────────────────── │
│   Acct.#    Account Name         Description       Debit      Credit    │
│ ──────────────────────────────────────────────────────────────────── │
│   2101    Accts Payab┌──────────────────────────┐nt            258.00   │
│   520118  Contract La│ Do you want to delete     │nt   50.00            │
│   52021   Autos & Tru│ this transaction (Y/N)?  Y│nt   18.00            │
│   52051   Autos & Tru│                           │nt   37.00            │
│   52081   Freight     │                           │nt   25.00           │
│   5211    Office Supp└──────────────────────────┘nt   43.00            │
│   5212    Telephone & TelegrphPetty Cash Reimbursement  15.00           │
│   5216    Contribution/Donat. Petty Cash Reimbursement  50.00           │
│   5401    Cash Short          Petty Cash Reimbursement  20.00           │
│ ──────────────────────────────────────────────────────────────────── │
│   Total Debits :    258.00   │  Total Credits :     258.00              │
└──────────────────────────────────────────────────────────────────────┘
 F1-Help F6-Delete tran F9-Auto entry F10-Process ALT D-Delete line
```

If you already posted a transaction before detecting an error, you will need to create a Reverse Entry which is a commonly accepted method for correcting errors and leaving an audit trail. As you can see from the example on the following page, the merchandise received is entered with negative values. Once entered, print the merchandise received for review. If everything is in order, print the merchandise received journal and run the posting process. In essence, you have followed the steps to enter a regular merchandise received transaction - only with negative values. Corrections made to transactions entered in accounts payable are corrected in the same manner.

```
    Merchandise Received from Purchase Order #      00003
Vendor Code:   C001                 Remark:
Carrasc Tilt Inc.                   Ship Asap              Via Best Way
Ms. Sylvia Carrasc                                         FOB Dallas
6747 Preston Road                                          Your Ref. 1000
Dallas          TX  75234-0010                             Our Ref.  2000
Disc. Days      10 Disc. %  2.00  Due Days      30
```

Item #	Desc. Ordered	Received	Back Ord.	Price	Disc.	Extended
1001	Widgets Model 1001					
	50.000	50.000	0.000	52.000	0.00	2600.00
1002	Item Model 1002					
	10.000	9.000	1.000	25.000	0.00	225.00
C 1	Freight					
						30.00

```
Sub Total    Sales Tax   Total
  2855.00        0.00    2855.00
```

F1-Help F6-Delete tran F10-Process ALT D-Delete Line

```
    Merchandise Received from Purchase Order #      00008
Vendor Code:   C001                 Remark:
Carrasc Tilt Inc.                   Cancelation            Via Best Way
Ms. Sylvia Carrasc                                         FOB Dallas
6747 Preston Road                                          Your Ref. 1000
Dallas          TX  75234-0010                             Our Ref.  2000
Disc. Days      10 Disc. %  2.00  Due Days      30
```

Item #	Desc. Ordered	Received	Back Ord.	Price	Disc.	Extended
1001	Widgets Model 1001					
	-50.000	50.000	0.000	52.000	0.00	-2600.00
1002	Item Model 1002					
	-10.000	9.000	1.000	25.000	0.00	-225.00
C 1	Freight					
						-30.00

```
Sub Total    Sales Tax   Total
 -2855.00        0.00   -2855.00
```

F1-Help F6-Delete tran F10-Process ALT D-Delete Line

PAYING FOR YOUR PURCHASES

Good money management is essential to any business. With it, you keep a good credit image and more importantly you avoid any shortfalls in cash that could be disastrous. Dac-Easy Accounting excels in money management by providing a tremendous array of reports for receivable aging, cash flow, payable aging, etc., all of which will be explained in greater detail in the next chapter. For now we will concentrate on the method to make payments.

Dac-Easy Accounting allows any vendor which is set up in the Vendor file to receive computer checks although manual checks can also be controlled. Making this routine more valuable is the flexible routine for entering payments. Full-featured check registers, Dac-Easy preprinted computer checks, and journals all add to the value of the Payable function.
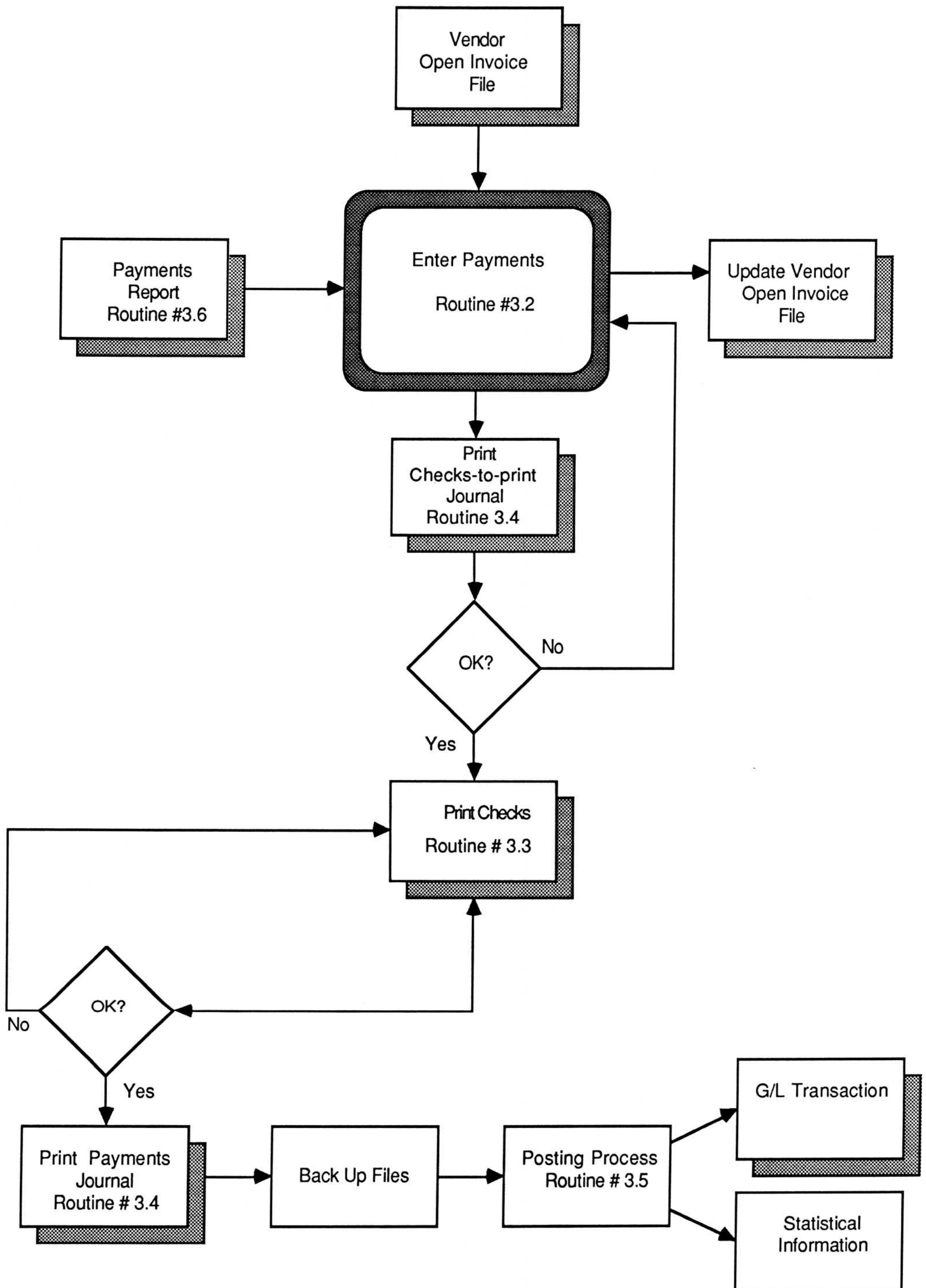
PAYING EXISTING INVOICES IN THE VENDOR FILE

Once merchandise has been received from a vendor and entered through routine 2 in the P.O. menu, Dac-Easy Accounting automatically updates the Vendor's open invoice file with the new liability. The same is true when entering invoices or miscellaneous debits or credits through Enter Transactions (routine 1 in the Accounts Payable menu). Now you have the option to pay partially or totally any outstanding balance by using Enter Payments (routine 2 from the Accounts Payable menu).

Dac-Easy will display all outstanding invoices with up-to-the-minute balances allowing you to take discounts available. At all times you have the option to choose how to apply each payment to invoices.

```
                    PAYMENTS AND ADJUSTMENTS
  Transaction # :0001                       Date      : 03/18/87
  Vendor    Code :C001                       Check #   :
            Name :Carrasc Tilt Inc.          Amount    :       6983.48
     Trans. Type :K                          Applied   :       6983.48
        Account # :                          To Apply  :          0.00
  ─────────────────────────────────────────────────────────────────────

  Inv. #    Date      Due        Amount   Disc.Avail  Amt.Applied  Disc.taken
  ─────────────────────────────────────────────────────────────────────

  8483      03/15/87 04/14/87    3578.00     0.00       3506.44       71.56
  85858     03/15/87 04/14/87    3548.00     0.00       3477.04       70.96
```

F1-Help F2-Advance F5-Balance F6-Delete tran F8-Sort F9-Auto apply F10-Process

```
                          ┌─────────────┐
                          │   Vendor    │
                          │ Open Invoice│
                          │    File     │
                          └─────────────┘
                                 │
                                 ▼
┌─────────────┐         ╔═══════════════╗         ┌─────────────┐
│  Payments   │         ║ Enter Payments║         │Update Vendor│
│   Report    │────────▶║               ║────────▶│ Open Invoice│
│ Routine #3.6│         ║  Routine #3.2 ║         │    File     │
└─────────────┘         ╚═══════════════╝         └─────────────┘
                                 │
                                 ▼
                          ┌─────────────┐
                          │    Print    │
                          │Checks-to-print│
                          │   Journal   │
                          │ Routine 3.4 │
                          └─────────────┘
                                 │
                                 ▼
                              ◇ OK? ◇────── No ─────┐
                                 │
                                Yes
                                 │
                                 ▼
                          ┌─────────────┐
                          │ Print Checks│
              ┌──────────▶│             │
              │           │ Routine # 3.3│
              │           └─────────────┘
              │                  │
           ◇ OK? ◇◀──────────────┘
              │
    No       Yes
              │
              ▼
┌─────────────┐   ┌──────────┐   ┌──────────────┐   ┌─────────────┐
│Print Payments│  │ Back Up  │   │Posting Process│  │G/L Transaction│
│   Journal   │──▶│  Files   │──▶│ Routine # 3.5 │─▶└─────────────┘
│ Routine # 3.4│  └──────────┘   └──────────────┘   ┌─────────────┐
└─────────────┘                         └──────────▶│ Statistical │
                                                    │ Information │
                                                    └─────────────┘
```

You can also use Dac-Easy's flexible Payments Report to help you in the selection of invoices to pay (routine 6 in the Account Payable menu).

PAYMENTS REPORT
Subtotals by Date

Vendor Code	Name	Invoice No.	Discount Available	Discount Date	Payment by Disc. Date	Due Date	Payment by Due Date	Remarks
B001	Town North National Bank	0387	0.00	03/01/87	1500.00	03/31/87	1500.00	_____
		Sub-totals:	0.00		1500.00		1500.00	_____
S001	Sandra Dair - Cashier	0308	0.00	03/08/87	756.00	03/08/87	756.00	_____
S002	Southwestern Bell Telephone	0320	0.00	03/08/87	875.00	03/20/87	875.00	_____
		Sub-totals:	0.00		1631.00		1631.00	_____
A001	Allstate Allowances, Inc	1223	38.48	03/09/87	1885.52	03/29/87	1924.00	_____
		46643	15.50	03/09/87	759.50	03/29/87	775.00	_____
		Sub-totals:	53.98		2645.02		2699.00	_____
M001	Martin M. Inc	00002	0.00	03/18/87	25863.50	04/07/87	25863.50	_____
		Sub-totals:	0.00		25863.50		25863.50	_____
W001	Unique Widgets, Inc.	00001	0.00	03/19/87	2500.00	04/08/87	2500.00	_____
		00003	0.00	03/19/87	23875.00	04/08/87	23875.00	_____
		Sub-totals:	0.00		26375.00		26375.00	_____
C001	Carrasc Tilt Inc.	8483	71.56	03/25/87	3506.44	04/14/87	3578.00	_____
		85858	70.96	03/25/87	3477.04	04/14/87	3548.00	_____
R001	Rizzutti Agency	4843	114.70	03/25/87	5620.30	04/14/87	5735.00	_____
		Sub-totals:	257.22		12603.78		12861.00	_____
M001	Martin M. Inc	00002	0.00	03/30/87	3900.00	04/19/87	3900.00	_____
W001	Unique Widgets, Inc.	00001	0.00	03/30/87	34125.00	04/19/87	34125.00	_____
		Sub-totals:	0.00		38025.00		38025.00	_____
	Totals :		311.20		108643.30		108954.50	_____

Now check to see that everything is all right by going to the journal Checks to Print (option 4 from the Accounts Payable menu, sub-option 2).

Date : 03/30/87
Time : 04:46 PM

Your Company's Name
4801 Spring Valley Road Building 110-B
Dallas, TX 75244   Phone (214) 458-0038

Page no. 1

ACCOUNTS PAYABLE CHECKS TO PRINT JOURNAL

Tran. No.	Vendor	Vendor Name	Invoice#	Inv. Amount	Disc. Taken	Amt. to Pay
0004	C001	Carrasc Tilt Inc.	8483	3506.44	71.56	3434.88
0004	C001	Carrasc Tilt Inc.	85858	3477.04	70.96	3406.08
0005	A001	Allstate Allowances, Inc	1223	1924.00	0.00	1924.00
	Check Total:	# of invoices	3	8907.48	142.52	8764.96
	Grand Total:	# of invoices	3	8907.48	142.52	8764.96

Correct any mistakes if needed. Once everything is correct, proceed to the Print
Checks routine (option 3).

```
┌─────────────────────────────────────────────────────────────────────────┐
│ 03/18/87              ACCOUNTS PAYABLES PRINT CHECKS                 LHP │
│ 04:45 PM                   Your Company's Name                          │
│═════════════════════════════════════════════════════════════════════════│
│                                                                         │
│                                                                         │
│                                                                         │
│                                                                         │
│              Reprint Checks (Y/N)? :   Y                                │
│              Date On Checks        :   03/18/87                         │
│              Checking Account #    :   11021                           │
│              First Check Number    :                                    │
│                                                                         │
│                                                                         │
│                                                                         │
│                                                                         │
│                                                                         │
│                                                                         │
└─────────────────────────────────────────────────────────────────────────┘
```
F1-Help   ESC-Exit


```
┌─────────────────────────────────────────────────────────────────────────┐
│ 03/18/87              ACCOUNTS PAYABLES PRINT CHECKS                 LHP │
│ 04:45 PM                   Your Company's Name                          │
│═════════════════════════════════════════════════════════════════════════│
│                                                                         │
│                                                                         │
│              ┌───────────────────────────────────────┐                 │
│              │                                       │                 │
│              │  Place the forms in the printer and   │                 │
│              │  press any <KEY> when ready to align.  │                 │
│              │                                       │                 │
│              │                                       │                 │
│              └───────────────────────────────────────┘                 │
│                                                                         │
│                                                                         │
└─────────────────────────────────────────────────────────────────────────┘
```
F1-Help   ESC-Exit

Before aligning your continuous form checks, check to make sure you have the right checking account number. This will always default to the account in the G/L Interface Table but can always be modified. That account will contain the detail of the checks in the general ledger to be used as a check register for reconciliation purposes. Notice that the first check is always voided and will be included in the register as a voided check. See the following sample checks and payments journal.

dac software, inc. 4801 Spring Valley Rd . Building 110 B, Dallas, Texas 75244 (214) 458-0038   0018592

INVOICE NO.		AMOUNT	DISCOUNT	NET AMT.
8483		3506.44	71.56	3434.88
85858		3477.04	70.96	3406.08

DATE

03/30/87

CHECK NUMBER

000002

---

dac software, inc.

4801 Spring Valley Rd.,
Building 110 B,
Dallas, Texas 75244
(214) 458-0038

Town North
National Bank   88-450/1119   0018592
4455 LBJ • 4801 SPRING VALLEY
P O Box 814810 • FARMERS BRANCH TEXAS 75381-4810

CHECK NO.

000002

** SIX THOUSAND EIGHT HUNDRED FORTY DOLLARS AND 96 Cents **

	DATE	AMOUNT
	03/30/87	*****6840.96

PAY
TO THE
ORDER
OF

Carrasc Tilt Inc.
6747 Preston Road
Dallas, TX 75234-0010

ACCOUNTS PAYABLE PAYMENTS JOURNAL

Tran.
No.   Acct # Vendor   Vendor Name   Invoice#   Date   Chk #   Type Inv. Amount Disc. Taken Chk. Amount
---- ------ ------ -------------------------------- -------- -------- ------ ------ ------------ ------------ ------------
0003   ****** V O I D ******   VOID   03/08/87 000001 VOID   0.00   0.00   0.00
                          Acct. Total: 0.00   0.00   0.00

                          Check Total: # of invoices   1   0.00   0.00   0.00

0001 11021 C001 Carrasc Tilt Inc.   8483   03/18/87 000003 CHECK   3506.44   71.56   3434.88
0001 11021 C001 Carrasc Tilt Inc.   85858   03/18/87 000003 CHECK   3477.04   70.96   3406.08
                          Check Total: # of invoices   2   6983.48   142.52   6840.96

0002 11021 A001 Allstate Allowances, Inc 1223   03/18/87 000002 CHECK   1924.00   0.00   1924.00

                          Check Total: # of invoices   1   1924.00   0.00   1924.00

                          Acct. Total: 8907.48   142.52   8764.96

                          Grand Total: # of invoices   4   8907.48   142.52   8764.96

HOW TO REPRINT CHECKS

In the case your printer jams or you decide to change the date of the checks, simply call the same printing routine and request which check numbers you wish to reprint. Dac-Easy Accounting will automatically void the previous checks and create the new numbers leaving a complete audit trail.

HOW TO TELL IF A PRINTED CHECK HAS BEEN VOIDED

If you have to void a printed check for any reason before you post, simply recall the check transaction number in the Enter Payments routine and after all data is displayed press **F6**. Dac-Easy will change the check transaction to a voided check to keep the audit trail intact. Be sure to stamp VOID on the printed check.

MANUAL CHECKS OR ELECTRONIC PAYMENTS

Occasionally, you will use manual checks for some payments (maybe because of a printer problem you must write a check). To make sure these checks are recorded in your general ledger, proceed as if you were going to print checks but enter the code for checks rather than payments. Dac-Easy will first ask you for the payment amount and then for the open invoices or advances you will affect. An electronic payment will work the same way.

All manual and electronic payments will default to the checking account assigned in the G/L Interface Table. If you have made the payment to a different bank account, be sure and change the account when displayed on the screen.

If you catch an error before posting then call up the transaction, change it, and print the journal again. If you catch the error while doing reconciliations at the end of the month, you will need to make an adjustment in the general ledger.

```
                    ┌─────────────┐
                    │   Vendor    │
                    │ Open Invoice│
                    │    File     │
                    └─────────────┘
                           │
                           ▼
        ┌──────────────────────────┐         ┌─────────────┐
        │                          │         │   Updates   │
        │     Enter Payments       │────────▶│ Open Invoice│
        │                          │         │    File     │
        │      Routine # 3.2       │         └─────────────┘
        │                          │◀───────────┐
        └──────────────────────────┘            │
                           │                     │
                           ▼                     │
                    ┌─────────────┐              │
                    │    Print    │              │
                    │   Payment   │              │
                    │   Journal   │              │
                    │ Routine 3.4 │              │
                    └─────────────┘              │
                           │                     │
                           ▼              No     │
                        ╱  OK?  ╲───────────────┘
                        ╲       ╱
                           │
                          Yes
                           ▼
                    ┌─────────────┐
                    │   Back up   │
                    │    Files    │
                    └─────────────┘
                           │
                           ▼
                    ┌─────────────┐
                    │ Post Process│
                    │             │
                    │ Routine # 3.5│
                    └─────────────┘
                       ╱        ╲
                      ▼          ▼
            ┌─────────────┐  ┌─────────────┐
            │G/L Transaction│ │ Statistical │
            │   Created    │  │ Information │
            │              │  │  Updated    │
            └─────────────┘  └─────────────┘
```
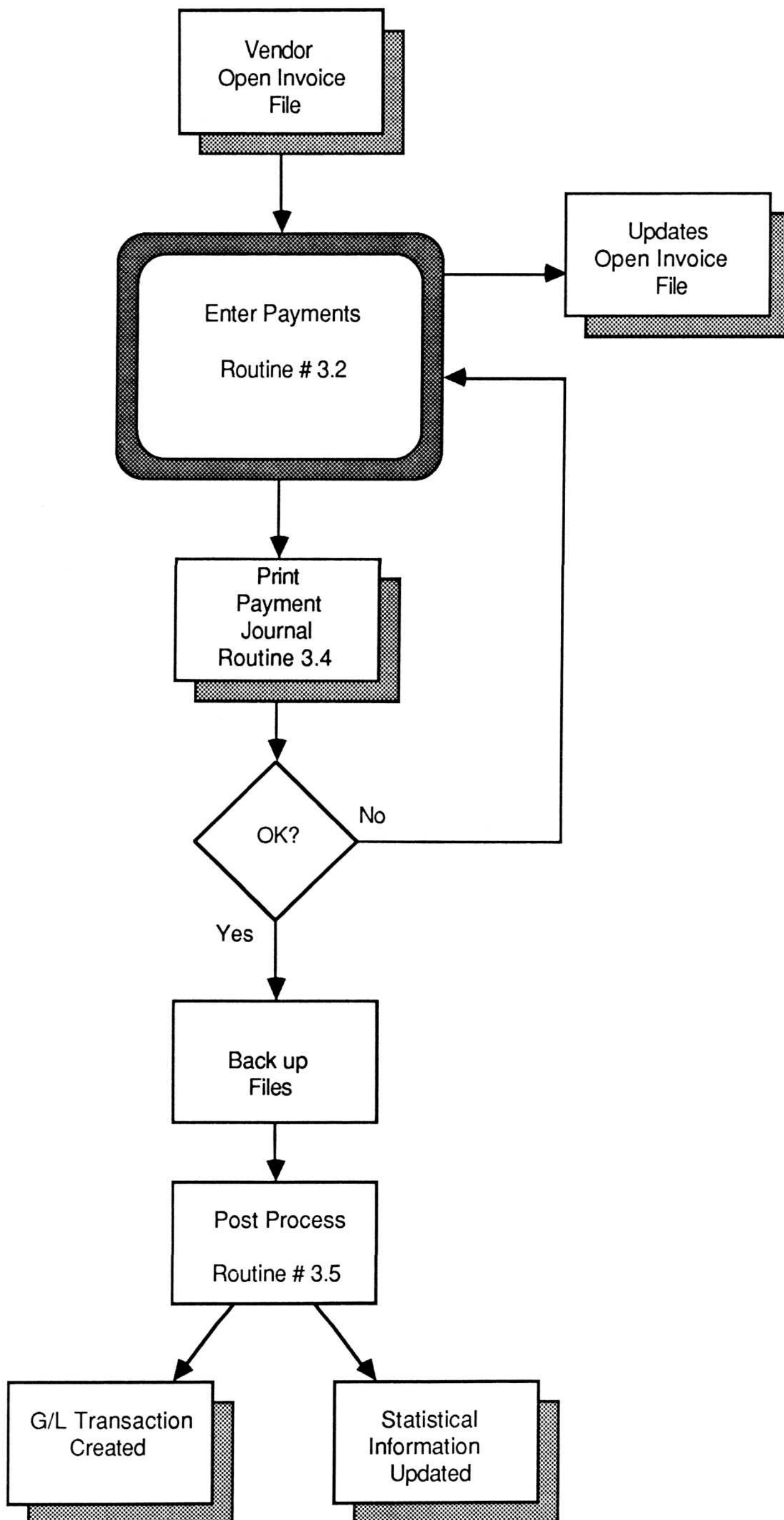
```
                        PAYMENTS AND ADJUSTMENTS
 Transaction # :0001                          Date      : 03/18/87
 Vendor    Code :C001                         Check #   : 943
           Name :Carrasc Tilt Inc.            Amount    :    3506.44
  Trans. Type :P                              Applied   :    3506.44
     Account # :11021  Checking Account       To Apply  :       0.00
─────────────────────────────────────────────────────────────────────
 Inv. #    Date     Due        Amount   Disc.Avail  Amt.Applied  Disc.taken
─────────────────────────────────────────────────────────────────────
 8483    03/15/87 04/14/87    3578.00      0.00      3506.44        71.56
 85858   03/15/87 04/14/87    3548.00     70.96         0.00         0.00
```

F1-Help F2-Advance F5-Balance F6-Delete tran F8-Sort F9-Auto apply F10-Process

VOIDING A PAYMENT AFTER POSTING If you want to void a check after the posting process, you will need to recreate the transaction by using the Enter Transaction routine in the Accounts Payable menu. Enter the same value, print the Transaction Journal, and post the adjustment transaction so all files will be just as they were before either entry but with a full audit trail.

```
                  ACCOUNTS PAYABLE TRANSACTION ENTRY
 Trans. #    : 0001                 Reference/Check # : 00002
 Vendor Code: A001                  Transaction Date  : 03/20/87
 Vendor Name: Allstate Allowances, Inc  Due Date      : 04/19/87
 Trans. Code: I                     Discount Date     : 03/30/87
 Invoice #  : 1223                  Discount Available :       38.48
─────────────────────────────────────────────────────────────────────
 Acct.#   Account Name           Description        Debit        Credit
─────────────────────────────────────────────────────────────────────
 2101   Accts Payable-ModuleVoided Check                         1924.00
 11021  Checking Account    Voided Check 00002      1924.00


 Total Debits :    1924.00    │  Total Credits :    1924.00
```

F1-Help F2-Difference F6-Delete tran F9-Auto entry F10-Process ALT D-Delete

PAYMENT OF ADVANCES

Some vendors require advance payments before processing your order. In these cases, you need to issue checks without creating a liability. This process is done in the Accounts Payable system through the payments routine. Enter the vendor code and the check code for a computer check or the payment code and the amount for a manual check. Once in the first line, press **F2** for advances. The description will be displayed waiting for the amount of the advance to be entered. Press **F10** to finish the transaction. If you are processing a computer check, the check will have as an invoice # the word ADVANCE printed and will be recorded in the Payments Journal.

```
                    PAYMENTS AND ADJUSTMENTS
Transaction # :0001                         Date     : 03/11/87
Vendor    Code :W001                        Check #  :
          Name :Unique Widgets, Inc.        Amount   :         0.00
     Trans. Type :K                         Applied  :         0.00
       Account # :                          To Apply :         0.00
─────────────────────────────────────────────────────────────────────
Inv. #    Date       Due       Amount    Disc.Avail  Amt.Applied  Disc.taken
─────────────────────────────────────────────────────────────────────
00001    03/09/87 04/08/87    36625.00      0.00        0.00        0.00
00003    03/09/87 04/08/87    23875.00      0.00        0.00        0.00
ADVANCE  03/11/87 03/11/87        0.00      0.00    10000.00        0.00
```

F1-Help F2-Advance F5-Balance F6-Delete tran F8-Sort F9-Auto apply F10-Process

APPLYING ADVANCES

You may have some vendors that require an advance with a purchase order when ordering a product. Receiving merchandise when an advance has been previously made requires that an adjustment be made to apply the advance to the invoice received (avoiding orphan transactions in the open invoice file). This is done by entering the vendor code and selecting **A** - Adjustment. The screen will display a list of both invoices and advances. Position the cursor to the desired advance entry and press **F9** (Auto apply). The amount of the advance will appear in the TO APPLY field. Position the cursor to the invoice to be debited and press **F9** again. The amount applied to the invoice will appear in the APPLIED field and the TO APPLY amount field will be reduced by the same amount. If the advance amount is greater than the balance of the invoice selected, the difference will be debited back to the original entry.

The following sample will help illustrate.

```
                    PAYMENTS AND ADJUSTMENTS
Transaction # :0001                       Date     : 03/21/87
Vendor   Code :W001                       Check #  :
         Name :Unique Widgets, Inc.       Amount   :        0.00
   Trans. Type :A                         Applied  :        0.00
     Account # :                          To Apply :        0.00
_____

Inv. #   Date      Due       Amount    Disc.Avail  Amt.Applied  Disc.taken
_____

00001    03/09/87 04/08/87    36625.00     0.00     10000.00        0.00
00003    03/09/87 04/08/87    23875.00     0.00         0.00        0.00
ADVANCE  03/11/87 03/11/87   -10000.00     0.00    -10000.00        0.00




F1-Help F2-Advance F5-Balance F6-Delete tran F8-Sort F9-Auto apply F10-Process
```

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SELLING

The purpose of any business is to sell enough products or services to not only recover the original investment and expenses but to yield a profit. Most accounting programs treat sales in a manner that tracks and controls it as an accounting function. Only Dac-Easy offers capabilities that go far beyond accounting for sales, such as sales analysis, salesperson review, quota setting, and marketing management. In this section of the manual we will explain how to enter and process the sales through Dac-Easy and in the next chapter we will give you many helpful suggestions on how to better manage your sales effort through the powerful reporting capabilities of Dac-Easy Accounting.

SELLING PRODUCTS

1. First, make sure that all products have been entered in the product files. It is not possible to invoice products you do not have in inventory.

2. Also be sure to enter the miscellaneous items such as freight, insurance, etc., which were created in the Billing/P.O. Tables (routine 13 in File Creation and Maintenance menu).

3. It is best to enter all merchandise received first thing each day before starting the billing process. This will assure you that you are always certain of the inventory on-hand. The on-hand is immediately updated once merchandise is received and before the posting process. By updating immediately, Dac-Easy helps to prevent out-of-stock situations. Dac-Easy combines the best of on-line processing with batch processing to the general ledger.

4. Dac-Easy allows for you to assign stock once an order has been placed and reserve it for the order. This will assure your customer of the most accurate delivery forecast. Enter option 1 Enter Invoices while in the Billing menu and the screen will appear as follows:

```
┌─────────────────────────────────────────────────────────────────────────┐
│                          Invoice #  00001                                 │
│ Customer Code: C001            Ship to:                                    │
│ Crystal Palace, Inc.           Same                    Via UPS            │
│ Mr. Louis Armstrong                                    FOB Dallas         │
│ 3662 Robertson Freeway                                 Your Ref. PO1234   │
│ Dallas          TX  75243-0110                         Our Ref.  00001    │
│ Disc. Days      10 Disc. %  2.00  Due Days      30                        │
├─────────────────────────────────────────────────────────────────────────┤
│   Item #          Desc. Ordered Shipped  Back Ord.   Price   Disc. Extended│
├─────────────────────────────────────────────────────────────────────────┤
│   1002          Item Model 1002                                           │
│                     20.000    20.000     0.000    50.000  0.00   1000.00   │
│   C 1           Freight                                                    │
│                                                                   50.00    │
│   D             this is the special order that you have made              │
│                                                                           │
│   M 4           Thank You Very Much for your Business                     │
│                                                                           │
├─────────────────────────────────────────────────────────────────────────┤
│   Sub Total     Sales Tax   Total      Pmt.Ref.   Payment $   Net to Pay   │
│    1050.00        72.50    1122.50                   0.00      1122.50     │
└─────────────────────────────────────────────────────────────────────────┘
F1-Help   F6-Delete tran   F10-Process   ALT D-Delete Line
```

5. Notice in the sample above how you can use the product codes, the
    miscellaneous codes, and simple descriptions. You can also use the 40 message
    codes created in routine 9 in the File Creation and Maintenance menu.

    To bill products enter the product number and press **ENTER** to advance to the
    next field.

    To bill a miscellaneous charge from the P.O./Billing code file, enter **C** then one
    space then the code number (1-40) from the P.O./Billing code file.

    For message codes enter **M** then one space then the message number (1-40).

    For descriptions simply enter **D** and press **ENTER**.

    While in the body of the invoice you have the full freedom to move around and edit
    the line items, once you are finished enter **F10** to move to the Advance Reference
    field which is used for any payment received with the order. Enter the check or
    money order number or other description such as VISA if a credit card was used,
    and then enter the amount of payment. This payment will be a debit to the bank
    account (the one in the G/L Interface Table) and the net to pay will be charged to
    the Accounts Receivable file. If full payment is received with the invoice then only
    the gross sales and the cost of goods sold will be posted to the Customer file. You
    can return to the body of the invoice if needed or you can press **F10** to record the
    invoice.

6. Once you have finished with your invoices, print them on plain paper for review. If there are corrections, simply call up the invoice number, modify it, and exit by pressing **F10** twice.

7. Once everything is accurate, you are ready to print your invoices and packing lists. These can be printed with custom pre-printed forms which are available from Dac or on plain white paper.

---

dac software, inc.

Dac Easy/Series

4801 Spring Valley Rd., Building 110 B, Dallas, Texas 75244 (214) 458-0038

Crystal Palace, Inc.
Mr. Louis Armstrong
3662 Robertson Freeway
Dallas TX 75243-0110

SHIP TO
Same

INVOICE

DATE 03/18/87	NO. 00001	PAGE 1	DUE DATE 04/17/87

SHIP VIA UPS	F.O.B. Dallas	DISC. DAYS 10	DISC. % 2.00	NET DAYS 30	YOUR # PO1234	OUR # 00001

INVENTORY #	DESCRIPTION	ORDERED	SHIPPED	BACK ORDER	UNIT PRICE	DISC. %	EXTENDED PRICE
1002	Item Model 1002	20.000	20.000	0.000	50.00	0.00	1000.00
	Freight						50.00
	Thank You Very Much for your Business						

SUB-TOTAL	1050.00
TAX	72.50
TOTAL	1122.50
NET TO PAY	1122.50

8. Now that you have finished invoicing your customer (faster and more accurately than you would had ever done it with your typewriter and adding machine), you are ready to print and post this information to the rest of the accounting system. The following journal sample provides an easy-to-read summary of all invoices and sales returns processed and any cash received, but it also summarizes the activity of each product sold, giving you better management information.

SALES JOURNAL REPORT

Type	Cust. Dept.	Inv/Ret Number	Customer Code	Name	Date	Gross	Tax	Total	Amount Pd	Net To Paid
INVOICE	01	00001	C001	Crystal Palace, Inc.	03/20/87	1050.00	72.50	1122.50	0.00	1122.50
INVOICE	01	00003	A001	Armand Hart, Inc.	03/20/87	20000.00	1450.00	21450.00	21450.00	0.00
				Invoice Total :		21050.00	1522.50	22572.50	21450.00	1122.50
				Department Total :		21050.00	1522.50	22572.50	21450.00	1122.50
INVOICE	02	00002	J001	La Jolla Health Club	03/20/87	3120.00	0.00	3120.00	0.00	3120.00
				Invoice Total :		3120.00	0.00	3120.00	0.00	3120.00
RETURN	02	00001	J001	La Jolla Health Club	03/20/87	200.00	0.00	200.00	0.00	200.00
				Invoice Return Total :		200.00	0.00	200.00	0.00	200.00
				Department Total :		3320.00	0.00	3320.00	0.00	3320.00
				Grand Totals :		24370.00	1522.50	25892.50	21450.00	4442.50

SALES JOURNAL REPORT
SUMMARY BY INVENTORY AND CODE

Dept.	Type	Item/Acct #	Description	Units	Amount	Avg./Unit	Sale Price	% Variance
	CODE	4302	Freight		50.00			
			Code total :		20250.00			
			Department Total :		20250.00			
	PRODUCT	1001	Widget Model 1001	202.000	20200.00	100.00	100.00	0.00
			Product total :		1000.00			
			Department Total :		1000.00			
01	PRODUCT	1002	Item Model 1002	20.000	1000.00	50.00	50.00	0.00
			Product total :		3120.00			
			Department Total :		3120.00			
02	SERVICE	2001	Consulting	24.000	3120.00	130.00	100.00	0.30
			Service Total :		0.00			
			Department Total :		0.00			
			Grand Totals :		24370.00			

9. Once the journal has been reviewed and everything is accurate, you are ready to call the posting routine which will update the customer balances, the units sold, and create the general ledger summary transaction. This transaction will be coded BI and the number will be MMDD (for the month-day of the transaction).

It is very important to back-up your files before running the posting process to protect your files from a hardware or power failure. Simply exit to DOS or use our handy on-demand Backup utility contained in Dac-Easy Mate.

```
┌───────────────────────────────────────────────────────────────┐
│ 03/07/87              DAC EASY Accounting 2.0            LHP    │
│ 10:08 PM               Your Company's Name                     │
├───────────────────────────────────────────────────────────────┤
│                                                                 │
│      WARNING: Before you run this routine be sure you have      │
│               backed up your files to prevent loss due to       │
│               any power or hardware failure                     │
│                                                                 │
│                                                                 │
│                                                                 │
│          Posting date : 03/07/87                                │
│          Do you want to continue (Y/N)? Y                        │
│                                                                 │
│                                                                 │
│                                                                 │
│                                                                 │
│                                                                 │
│                                                                 │
│                                                                 │
└───────────────────────────────────────────────────────────────┘
```
F1-Help   F3-File Utilities   ESC-Exit

As you can see in the previous transactions, Dac-Easy affects all departments related to the different products sold. The following flow chart shows the selling process while highlighting the completeness of the Dac-Easy Accounting system.

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```
┌──────────────────┐              ╔══════════════════════════╗              ┌──────────────────┐
│  Customer        │◄─────────┐   ║   Enter Invoices         ║   ┌─────────►│  Update Stock    │
│  File            │          │   ║   and                    ║   │          │  in the          │
└──────────────────┘          │   ║   Misc. Credits and Debits║──┤          │  Inventory File  │
                              │   ║                          ║   │          └──────────────────┘
┌──────────────────┐          │   ║   Routine # 5.1          ║   │          ┌──────────────────┐
│  Service         │◄─────────┤   ╚══════════════════════════╝   └─────────►│  Update          │
│  File            │          │              │                    ┌─────────│  Customer        │
└──────────────────┘          │              │                    │         │  Open Invoices   │
                              │              ▼                    │         └──────────────────┘
┌──────────────────┐          │   ┌──────────────────┐           │
│  Miscellaneous   │◄─────────┘   │  Print           │           │
│  Codes File      │              │  Journal         │           │
└──────────────────┘              └──────────────────┘           │
                                             │                   │
                                             ▼                   │
                                          ◇ OK? ◇ ──No──────────┘
                                             │
                                            Yes
```

Enter Invoices and Misc. Credits and Debits — Routine # 5.1

- Customer File
- Service File
- Miscellaneous Codes File
- Update Stock in the Inventory File
- Update Customer Open Invoices
- Print Journal
- OK? — No / Yes

- Print Invoices
- Print Packing Slips
- Print Sales Journal
- Back Up Files
- Posting Process
- G/L Transaction
- Product File Statistical Data
- Customer File Statistical Data

SELLING SERVICES

If your company is in the business of selling services (lawyers, accountants, decorators, repair, plumbers, etc), you will appreciate the specially designed routines to professionally handle your needs. We have even created special pre-printed invoices for service-oriented businesses. The process for creating these invoices is almost identical for that of products with the principle difference being the creation of the Service File records (routine 5 in the File Creation and Maintenance menu). In the following sample service screens, you will get a feel for how these records are created. Remember that the 20 character length of the description field can be expanded to 50 characters once in the billing routine. You should also notice how the time billing function can work.

```
                              Invoice #  00002
Customer Code: J001          Ship to:
La Jolla Health Club         Services Rendered       Via
Ms. Sauna Bath               week feb. 28,1987        FOB
7484 Lawrence Welk Drive                             Your Ref.
San Diego       CA  92101-0010                       Our Ref.
Disc. Days       0 Disc. %  0.00  Due Days       0

   Item #            Desc. Ordered Shipped  Back Ord.   Price    Disc. Extended

   2001              Consulting
                         24.000    24.000     0.000   130.000   0.00    3120.00
   M 4               Thank You Very Much for your Business




   Sub Total      Sales Tax  Total        Pmt.Ref.  Payment $   Net to Pay
   3120.00          0.00    3120.00                     0.00      3120.00
```

F1-Help F6-Delete tran F10-Process ALT D-Delete Line

As mentioned earlier, the creation of the invoice, the review of those invoices, and the printing and posting procedures are identical to the product billing explained in the last few pages. Refer to the flow chart for a better understanding. The following sample will demonstrate the Service Invoice.

dac software, inc.

dac Easy Series

4801 Spring Valley Rd., Building 110 B, Dallas, Texas 75244 (214) 458-0038

La Jolla Health Club
Ms. Sauna Bath
7484 Lawrence Welk Drive
San Diego CA 92101-0010

INVOICE

Services Rendered
week feb. 28, 1987

DATE	NO.	PAGE	DUE DATE
03/19/87	00002	1	04/18/87

10   2.00   30

REFERENCE #	DESCRIPTION		AMOUNT
2001	Consulting 24.000 AT 130.000 Each	0.00	3120.00
	Thank You Very Much for your Business		

SUB-TOTAL	3120.00
TAX	0.00
TOTAL	3120.00
NET TO PAY	3120.00

SELLING BOTH PRODUCTS AND SERVICES

The flexibility of the Dac-Easy system is shown in this brief section. In this example we will mix products, services, and miscellaneous codes all in one invoice with separate sales and costs departmentalization. By utilizing the department option, you can keep valuable sales and cost control on all the products and services. The operation is the same for invoicing both a product and service.

```
┌────────────────────────────────────────────────────────────────────────┐
║                                Invoice #  00003                          ║
║  Customer Code: A001             Ship to:                                ║
║  Armand Hart, Inc.               On-site service        Via              ║
║  Mr. Armand Hart                 March 3th, 1987        FOB              ║
║  4646 Main Street                                       Your Ref. Phone  ║
║  Dallas         TX  75234                               Our Ref.  0003   ║
║  Disc. Days    10 Disc. % 2.00  Due Days      30                         ║
║ ─────────────────────────────────────────────────────────────────────── ║
║    Item #        Desc. Ordered Shipped  Back Ord.   Price   Disc. Extended║
║ ─────────────────────────────────────────────────────────────────────── ║
║   2002           On-site Service                                         ║
║                    2.000    2.000    0.000   150.000  0.00     300.00     ║
║   1003           Item Model 1003                                         ║
║                    1.000    1.000    0.000    25.000  0.00      25.00     ║
║   M 4            Thank You Very Much for your Business                    ║
║                                                                          ║
║                                                                          ║
║                                                                          ║
║                                                                          ║
║ ─────────────────────────────────────────────────────────────────────── ║
║   Sub Total    Sales Tax  Total      Pmt.Ref.  Payment $   Net to Pay     ║
║     325.00        1.81    326.81                  0.00       326.81       ║
└────────────────────────────────────────────────────────────────────────┘
```

F1-Help F6-Delete tran F7-Print invoice F10-Process ALT D-Delete line

USING AS A POINT-OF-SALE SYSTEM

Dac-Easy Accounting can also be used as a simple point-of-sale system for those companies that need to control the sale to a drop-in customer who is not a recurring customer.

1.   You first need to create a few "dummy" customers in your Customer File that will receive the sales information. We suggest you set up a customer for each type of payment you honor such as VISA, CASH, CHECK, DINERS, AMEX, etc. This way you can track the amount of business done through each method of payment the way you would track a customer. See the following screen example (routine 7 in the File Creation and Maintenance menu).

```
┌──────────────────────────────────────────────────────────────────────────┐
│ 03/04/87              CUSTOMER FILE MAINTENANCE                        LHP │
│ 07:33 PM                 Your Company's Name                               │
├──────────────────────────────────────────────────────────────────────────┤
│                                                                            │
│   Customer Code :  VISA                    O=Open B=Bal.Fwd.:  O           │
│   Name          :                          Sales Person    :  CC          │
│   Contact       :                          G/L Department:    01          │
│   Address       :                          Discount %      :    0.00      │
│   City          :              State :     Discount Days :       0         │
│   Zip Code      :        -   Tel : (   )  -  Due days     :       0         │
│                                            Message Code  :                 │
│   Credit Limit     :       0.00                                            │
│   Credit Available :       0.00 Current Balance   :          0.00         │
│   Last Sale Date   :   / /       Last Payment Date :     / /               │
│   Month Int. Rate  :   0.00      Sales Tax Rate    :     7.250             │
│                                                                            │
│                     ═══════ STATISTICAL INFORMATION ═══════                │
│                                                                            │
│              Yr.Bef.Lst Last Year This Year  Forecast  Variance     %      │
│   # Invoices :    O         O        O          O         O        0.0     │
│   $ Sales    :    O         O        O          O         O        0.0     │
│   $ Costs    :    O         O        O          O         O        0.0     │
│   $ Profit   :    O         O        O          O         O        0.0     │
└──────────────────────────────────────────────────────────────────────────┘
F1-Help  F6-Delete  F7-Enter invoice  F10-Process  ESC-Exit
```

As shown above, you do not need to enter any customer information such as address, etc., and no terms have been assigned.

2.   When the sale occurs you can enter it using either a customer's code (maybe one of your recurring customers you already have on file drops in) or using one of the payment codes you created, for example: VISA. If you use a special payment code, you may type the customer's name, address, etc., in the fields provided (these fields were left blank when the payment code was created). This way you have a hard copy record of these infrequent customers. See the following screen for an example:

```
┌──────────────────────────────────────────────────────────────────────┐
│                              Invoice #  00004                          │
│  Customer Code: VISA              Ship to:                             │
│  Jack King                        None              Via none          │
│                                                     FOB dallas         │
│  4801 Spring Valley Rd. 110-B                       Your Ref.         │
│  Dallas          TX  75244                          Our Ref.          │
│  Disc. Days     0 Disc. % 0.00  Due Days     0                        │
├──────────────────────────────────────────────────────────────────────┤
│   Item #          Desc. Ordered Shipped  Back Ord.  Price   Disc. Extended│
├──────────────────────────────────────────────────────────────────────┤
│   1004            New Widgets                                          │
│                      1.000    1.000    0.000   10.000  0.00    10.00   │
│   M 4             Thank You Very Much for your Business                │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
├──────────────────────────────────────────────────────────────────────┤
│   Sub Total    Sales Tax  Total     Pmt.Ref.  Payment $  Net to Pay   │
│     10.00         0.73     10.73    visa        10.73       0.00       │
└──────────────────────────────────────────────────────────────────────┘
```

F10 - Process   <ANY KEY> - Continue editing

3. Once the Invoice data is entered (be sure the Payment Reference and the Payment Amount leaves the net invoice zero) you simply press **F7** and the invoice will be immediately printed without leaving this routine. Your printer can be loaded with ordinary white paper or our pre-printed invoices which will give you extra copies of the invoice for archival purposes.

4. If a customer returns a purchase, use the same invoice routine and enter negative amounts and print the invoice.

5. The printing of journals and the daily posting is identical except that on the journal you will see that the Payment column for those cash or credit card sales is equal to the Sales Total - leaving zeros in the receivable system.

SELLING FIXED ASSETS OR OTHER MISCELLANEOUS ITEMS

If you sell fixed assets or other items not set up in your product or services files, you will need to set up miscellaneous codes in routine 13 in the File Creation and Maintenance menu. Once done, you can use them in the Billing routine. When a fixed asset is sold, the credit will be posted to the same Fixed Asset account that was entered in the codes table in routine 13. However, there are more accounting transactions that need to be entered to cancel the depreciation and the original value of the asset. In the last part of this chapter we will explain how to adjust these accounts in the G/L Transaction Entry routine. The following invoice has been prepared for an asset sale.

```
┌────────────────────────────────────────────────────────────────────────┐
│                                   Invoice #   00005                      │
│ Customer Code: AMEX                 Ship to:                             │
│ Lease-a-Purchase                    none                    Via         │
│ Mr. George Hamilton                                         FOB         │
│ 4334 Midway Rd.                                             Your Ref. phone │
│ Carrollton        TX   75323                                Our Ref.   00005 │
│ Disc. Days        0 Disc. %  0.00  Due Days        0                    │
├────────────────────────────────────────────────────────────────────────┤
│  Item #           Desc. Ordered Shipped  Back Ord.   Price   Disc. Extended │
├────────────────────────────────────────────────────────────────────────┤
│   C 8             Office Equipment                                       │
│                                                                200.00    │
│   D               Used Underwood Typewriter machine                      │
│                                                                          │
│                                                                          │
│                                                                          │
│                                                                          │
├────────────────────────────────────────────────────────────────────────┤
│  Sub Total     Sales Tax   Total      Pmt.Ref.   Payment $  Net to Pay  │
│    200.00        14.50     214.50     amex        214.50       0.00      │
└────────────────────────────────────────────────────────────────────────┘
```
F1-Help F6-Delete tran F7-Print invoice F10-Process ALT D-Delete line

There can be other items which you might sell - all of which can be recorded through the billing routine. Either create a code in the Billing/P.O. Codes routine (13 in File Creation and Maintenance menu) or create it in the Services file.

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CANCELLING INVOICES

You can edit, add line items, delete line items, and delete invoices entered. But once you have left an invoice with the **F10** key, the system internally advances the invoice number to the next number. If you called up the number of an invoice entered and once displayed and you wish to delete it, press **F6** to delete the entire invoice. The invoice number will be kept for auditing purposes and listed as VOID when printing of invoices and the journals.

```
                                    Invoice #   00005
Customer Code: AMEX              Ship to:
Lease-a-Purchase                 none                   Via
Mr. George Hamilton                                     FOB
4334 Midway Rd.                                         Your Ref.  phone
Carrollton       TX  75323                              Our Ref.   00005
Disc. Days       0 Disc. %  0.00  Due Days       0
─────────────────────────────────────────────────────────────────────
   Item #        D  ┌─────────────────────────────────┐  Disc. Extended
                    │                                 │
   C 8           0  │ Are you sure you want to delete │
                    │ this transaction (Y/N) ?    Y   │          200.00
   D             U  │                                 │
                    │                                 │
                    └─────────────────────────────────┘



─────────────────────────────────────────────────────────────────────
   Sub Total    Sales Tax  Total      Pmt.Ref.  Payment $  Net to Pay
      200.00       14.50   214.50     amex        214.50       0.00
```

F1-Help   F6-Delete tran   F7-Print invoice   F10-Process   ALT D-Delete line

ENTERING SALES RETURNS OR CREDIT MEMOS

There are several ways of entering returns or credits. The method we recommend achieves the best control and the best impression to your customers, and that is through the use of Credit Memos (routine 2 in the Billing system). The operation of this routine is identical to the Invoicing routine except that in the OUR REF # field you need to enter the original invoice number with all leading zeros so that Dac-Easy will know which invoice to credit. If the customer is a balance forward account, it is not important to select a particular invoice in the OUR REF# field.

Another way to create a credit is by using the same invoicing routine with the same invoices but with negative amounts. This will zero out the transaction and will work the same as a sales return. If your customers are of type "balance forward," this is no problem. If however your customers are of type "open invoice" then this method will generate a new invoice number for the credit but will not be able to apply the return against the original invoice creating two "orphan" invoices.

See the following example:

```
+---------------------------------------------------------------------------+
|                                  Sales Return #    00001                   |
|  Customer Code: C001             Remark:                                   |
|  Crystal Palace, Inc.            Wrong item              Via Carrier       |
|  Mr. Louis Armstrong                                     FOB Warehouse     |
|  3662 Robertson Freeway                                  Your Ref. phone   |
|  Dallas           TX  75243-0110                         Our Ref.  00002   |
|  Disc. Days       10 Disc. % 2.00  Due Days      30                        |
|---------------------------------------------------------------------------|
|   Item #        Desc.          Received          Price    Disc. Extended   |
|---------------------------------------------------------------------------|
|   1001          Widgets Model 1001                                         |
|                                   2.000          100.000  0.00     200.00  |
|   D             We are sorry that it was the wrong item.                   |
|                                                                           |
|                                                                           |
|                                                                           |
|---------------------------------------------------------------------------|
|    Sub Total     Sales Tax   Total                                         |
|       200.00        14.50     214.50                                       |
+---------------------------------------------------------------------------+
```

F10 - Process   <ANY KEY> - Continue editing

dac software, inc.

Dac Easy **C/Series**

4801 Spring Valley Rd., Building 110 B, Dallas, Texas 75244 (214) 458-0038

Crystal Palace, Inc.
Mr. Louis Armstrong
3662 Robertson Freeway
Dallas TX 75243-0110

SALES RETURN

CREDIT MEMO

REMARKS:
Wrong item

DATE	NO.	PAGE	DUE DATE
03/19/87	00001	1	

SHIP VIA	F O B	DISC. DAYS	DISC. %	NET DAYS	YOUR REF #	OUR REF #
Carrier	Warehouse				phone	00002

INVENTORY #	DESCRIPTION	RECEIVED	UNIT PRICE	DISC. %	EXTENDED PRICE
1001	Widgets Model 1001	2.000	100.000	0.00	200.00
	We are sorry that it was the wrong item.				

SUB-TOTAL	200.00
SALES TAX	14.50
TOTAL	214.50

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CANCELLING INVOICES ALREADY POSTED

Once you have posted your invoices, you will not be able to recall them on the screen again as the posting process removed them from the file. In these cases, you need to create a Sales Return to return the products to stock and credit the customer's balance.

MONTHLY STATEMENT BILLING FOR OPEN INVOICE CUSTOMERS

If you prefer sending monthly statements but still want control of the charges invoice-by-invoice as many lawyers or consultants do, then follow these simple instructions. Prepare your invoices for internal use only, printing and filing them daily. Then using the powerful Monthly Statements printing routine (option 2 in the Reports menu), you can send just one statement with reference to each invoice.

If you do not want to create each invoice, enter those transactions through routine 1 Enter Transactions as explained in the next paragraph and send this statement. We however recommend that you use the open invoice concept and mail invoices promptly with the message "This invoice will be included in your monthly statement." This way your customer receives no surprises and you don't face having all of your money tied up in a dispute over one line item.

ALTERNATE METHOD OF INVOICING CUSTOMERS

If you want to prepare invoices or returns by some other method (manual, time billing, etc), you can still control these receivables through Dac-Easy by entering those invoice values in routine 1 of the Accounts Receivable module as explained in the following topic. You need to be aware, however, that when posting through this method you will not be able to post the cost for each sale. This prevents the tracking of profitability by product and customer. This is not important if you are a service company, but if you sell products we suggest you enter summary invoices in the Billing system just for inventory, costing, and receivable purposes and don't send the invoices to the customer.

```
┌─────────────────────────────────────────────────────────────────────┐
│             ACCOUNTS RECEIVABLE TRANSACTION ENTRY                     │
│  Trans. #    : 0018              Reference/Check #  : 1010            │
│  Customer #  : A002              Transaction Date   : 03/05/87        │
│  Cust. Name  : Arnold's Inc.     Due Date           : 04/04/87        │
│  Trans. Code: I                  Discount Date      : 03/15/87        │
│  Invoice #   : 00070             Discount Available  :      32.18     │
│                                                                       │
│  Acct.#   Account Name        Description      Debit      Credit      │
│                                                                       │
│  11051  Accts Rec'ble Module  Today's Order    1608.75               │
│  4101   Sales Dept. 01        Today's Order                1500.00    │
│  21042  Sales Tax Payable     Today's Order                 108.75    │
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
│  Total Debits :     1608.75    │ Total Credits :      1608.75         │
└─────────────────────────────────────────────────────────────────────┘
F1-Help F6-Delete tran F9-Auto entry F10-Process ALT D-Delete line
```

ENTERING MISCELLANEOUS TRANSACTIONS

If you need to enter miscellaneous charges or credits to your customers such as special discounts, late charges, etc., this routine will also be very useful. The following screen provides an example of a sample credit:

```
                    ACCOUNTS RECEIVABLE TRANSACTION ENTRY
Trans. #    : 0019                   Reference/Check #    : Credit
Customer #  : A001                   Transaction Date     : 03/05/87
Cust. Name  : Armand Hart, Inc.      Due Date             : 04/04/87
Trans. Code: C                       Discount Date        : 03/15/87
Invoice #   : 00076                  Discount Available   :       1.00
─────────────────────────────────────────────────────────────────────
Acct.#    Account Name          Description        Debit        Credit
─────────────────────────────────────────────────────────────────────
11051    Accts Rec'ble Module  Special Credit                   50.00
5304     Sales Discounts       Special Credit     50.00



─────────────────────────────────────────────────────────────────────
Total Debits :     50.00    │  Total Credits :     50.00
```

F1-Help F6-Delete tran F9-Auto entry F10-Process ALT D-Delete line

GENERAL RULES A/R TRANSACTION ENTRY

The transaction number is automatically assigned by Dac-Easy so just press **ENTER** and the number will be displayed. If you enter the number for a transaction already in the file, the detail of that transaction will be displayed for editing or review.

The Customer Code must be entered and must have been previously entered in the customer file. The name of the customer will appear automatically for confirmation.

Enter the type of transaction by pressing the SPACE BAR to toggle between I (invoice), **D** (debit), and **C** (credit).

Enter the invoice number. If it is a miscellaneous debit or credit be sure you enter the number as in the invoice - **all appropriate leading zeros included**.

Today's date will display in the transaction date field but can be modified. The REF# or CHECK# must be filled out and is commonly used when a check is returned and entered as a miscellaneous debit.

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The DUE DATE and DISCOUNT DATE are only available when entering invoices and the system will calculate them according to the Customer file, but they can be overridden.

The first DISTRIBUTION line is automatically entered with the Accounts Receivable account in the G/L Interface Table. Enter the description you wish to be printed in the journal, the amount (the debit column for an invoice or debit), and if an invoice the discount amount if any will be automatically calculated and displayed.

To enter the complement transaction which is normally a credit to a sales account, enter that account number and the account description will be displayed automatically (this description can be modified). If this will be the last line of your transaction simply press **F9** and Dac-Easy will insert the right amount in the right place (remember Dac-Easy knows accounting). Otherwise, enter these fields with the desired information and continue to the next line. Once you have finished press **F10** to save this transaction.

If there is a mistake, you can edit a line or delete the entire line by pressing **ALT-D**, or cancel the entire transaction by pressing **F6**. If after reviewing the transaction you cannot find the reason for the difference between the debit and credit balance, delete it with **F6** and re-enter it when you solve the problem. Remember you cannot proceed to the next transaction by pressing **F10** until the transaction is in balance. The following screen illustrates a transaction deletion:

```
                    ACCOUNTS RECEIVABLE TRANSACTION ENTRY
 Trans. #   : 0019                    Reference/Check #    : Credit
 Customer # : A001                    Transaction Date     : 03/05/87
 Cust. Name : Armand Hart, Inc.       Due Date             : 04/04/87
 Trans. Code: C                       Discount Date        : 03/15/87
 Invoice #  : 00076                   Discount Available   :      1.00
 ─────────────────────────────────────────────────────────────────────
 Acct.#    Account Name         Description          Debit      Credit
 ─────────────────────────────────────────────────────────────────────
 11051   Accts Rec'b                                            50.00
 5304    Sales Disco  Do you want to delete          50.00
                      this transaction (Y/N)?   Y




 ─────────────────────────────────────────────────────────────────────
 Total Debits :      50.00       │ Total Credits :      50.00
```
F1-Help F6-Delete tran F9-Auto entry F10-Process ALT D-Delete line

PRINT JOURNALS

To audit the transactions entered through option 1 (Enter Transactions), you need to print the A/R Transaction Journal which is valuable for audit trails, analysis, and review. Be sure you print this journal and review it before you post to avoid having to do Reverse Entries to correct mistakes. To print this journal select routine 3, option 1 from the Accounts Receivable menu. The following two pages show a sample journal:

Date : 03/19/87   Page no. 1
Time : 09:34 PM

Accounts Receivable Journal

Tran No.	Custom. Code	Customer name	Invoice#	Date	Ref. # Chk. #	Due Date	Discount Date	Discount Available	Trans. Type	Debit	Credit
0001	A001	Armand Hart, Inc.	00025	03/08/87	1233	04/07/87	03/18/87		INVOICE		
	11051	Accts Rec'ble Module			Today's Purchase					1608.75	
	21042	Sales Tax Payable			Today's Purchase						108.75
	4101	Sales Dept. 01			Today's Purchase						1500.00
							Totals:		TRANSACTION 3	1608.75	1608.75
0002	A002	Arnold's Inc.	0036	03/08/87	65	04/07/87	03/18/87		INVOICE		
	11051	Accts Rec'ble Module			Adjustment					1000.00	
	4101	Sales Dept. 01			Adjustment						1000.00
							Totals:		TRANSACTION 2	1000.00	1000.00
0003	A002	Arnold's Inc.	00036	03/08/87	Credit	04/07/87	03/18/87		CREDIT		
	11051	Accts Rec'ble Module			Credit Adjustment						25.00
	4101	Sales Dept. 01			Credit Adjustment					25.00	
							Totals:		TRANSACTION 2	25.00	25.00
0004	A002	Arnold's Inc.	00045	03/01/87	654	03/31/87	03/11/87		INVOICE		
	11051	Accts Rec'ble Module			Today's Purchase					1466.00	
	21042	Sales Tax Payable			Today's Purchase						141.00
	4101	Sales Dept. 01			Today's Purchase						1325.00
							Totals:		TRANSACTION 3	1466.00	1466.00
0005	C001	Crystal Palace, Inc.	00037	12/25/86	Sales	01/24/87	01/04/87		INVOICE		
	11051	Accts Rec'ble Module			Purchase					3500.00	
	4101	Sales Dept. 01			Purchase						3500.00
							Totals:		TRANSACTION 2	3500.00	3500.00
0006	C001	Crystal Palace, Inc.	00042	01/08/87	Sales	02/07/87	01/18/87		INVOICE		
	11051	Accts Rec'ble Module			Sales					1725.00	
	4101	Sales Dept. 01			Sales						1725.00
							Totals:		TRANSACTION 2	1725.00	1725.00
0007	F001	Francis Limited	00043	03/08/87	Sales	04/07/87	03/18/87		INVOICE		
	11051	Accts Rec'ble Module			Today's Purchases					987.00	
	21042	Sales Tax Payable			Today's Purchases						60.00
	4102	Sales Dept. 02			Today's Purchases						927.00
							Totals:		TRANSACTION 3	987.00	987.00
							Grand Total :		TRANSACTIONS 17	10311.75	10311.75

GENERAL LEDGER TRANSFER SUMMARY

Acct #	Acct. name	Description	Debit	Credit
11051	Accts Rec'ble Module	Summary From AR Post	10261.75	
21042	Sales Tax Payable	Summary From AR Post		309.75
4101	Sales Dept. 01	Summary From AR Post		9025.00
4102	Sales Dept. 02	Summary From AR Post		927.00
		Summary Total :	10311.75	10311.75

CORRECTING ERRORS ONCE POSTED

If after reviewing the journal you find errors simply recall the transaction by its number and delete the entire transaction, edit it, or delete a line, and re-enter the right information.

Once you post transactions to the other files, Dac-Easy removes them and resets the transaction numbers to #0001 to start the new day's entries. If an error was entered and posted it has already affected many other modules within the accounting system. To correct it you will need to enter a "reverse entry" which will affect the same accounts with the same amounts but in a negative form. This negative amount and the original positive amount will both show up on all reports and systems to keep the audit trail accurate. The following shows a transaction screen with a reverse entry:

```
                   ACCOUNTS RECEIVABLE TRANSACTION ENTRY
Trans. #    : 0020               Reference/Check #   : Revers
Customer #  : A001               Transaction Date    : 03/05/87
Cust. Name  : Armand Hart, Inc.  Due Date            : 04/04/87
Trans. Code : C                  Discount Date       : 03/15/87
Invoice #   : 00076              Discount Available  :        1.00

Acct.#   Account Name          Description        Debit       Credit

11051   Accts Rec'ble Module  Reverse Transact.                -50.00
5304    Sales Discounts       Reverse Transact.   -50.00


Total Debits :     -50.00    |  Total Credits :     -50.00
```
F1-Help F6-Delete tran F9-Auto entry F10-Process ALT D-Delete line

POSTING TRANSACTIONS ENTERED

After you have entered your transactions, printed and reviewed the journal, you are ready to post these transactions to the customer file and to the G/L Transaction file. Be sure you have a backup of your files before posting to protect your files in the case of a hardware or power failure. You can exit to DOS or use our handy Backup routine found in Dac-Easy Mate. When posting (routine 5) the screen will display:

```
┌─────────────────────────────────────────────────────────────────────┐
│ 03/11/87              DAC EASY Accounting 2.0                   LHP  │
│ 07:29 PM                Your Company's Name                          │
╞═════════════════════════════════════════════════════════════════════╡
│                                                                       │
│      WARNING: Before you run this routine be sure you have            │
│               backed up your files to prevent loss due to            │
│               any power or hardware failure                          │
│                                                                       │
│                                                                       │
│                                                                       │
│            Posting date : 03/11/87                                   │
│            Do you want to continue(Y/N)? Y                           │
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
└─────────────────────────────────────────────────────────────────────┘
 F1-Help  F3-File Utilities  F4-Change Date  ESC-Exit
```

The posting process will update the Customer file and the G/L file as shown in the following general ledger transaction display in the general ledger. The transaction will always be identified with the journal code AR and the transaction number MMDD (for month-day). See the following page.

```
┌─────────────┐                                              ┌─────────────┐
│  Invoices   │─────┐        ┌═══════════════════┐           │   Updates   │
│             │     │        ║ Accounts Receivable ║───────▶ │ Open Invoice│
└─────────────┘     └──────▶ ║  Transaction Entry  ║          │    File     │
                             ║                     ║          └─────────────┘
┌─────────────┐     ┌──────▶ ║   Routine # 2.1     ║◀──────┐
│Miscellaneous│     │        ╚═══════════════════╝        │
│Debits/Credits│────┘                  │                   │
└─────────────┘                        ▼                   │
                             ┌─────────────────┐           │
                             │     Print       │           │
                             │    Journal      │           │
                             │  Routine 2.4    │           │
                             └─────────────────┘           │
                                       │                   │
                                       ▼                   │
                                   ◇ OK? ◇───── No ─────────┘
                                       │
                                      Yes
                                       │
                                       ▼
                             ┌─────────────────┐
                             │    Back up       │
                             │     Files        │
                             └─────────────────┘
                                       │
                                       ▼
                             ┌─────────────────┐
                             │  Post Process   │
                             └─────────────────┘
                              /               \
                             ▼                 ▼
              ┌─────────────────┐      ┌─────────────────┐
              │   Statistical   │      │ G/L Transaction │
              │   Information   │      │    Created      │
              │    Updated      │      └─────────────────┘
              └─────────────────┘
```

```
                  GENERAL LEDGER TRANSACTION ENTRY
Journal.. :AR            Transaction #..:0308          Date..:03/08/87

Acct.#   Account Name         Description          Debit        Credit

11051   Accts Rec'ble ModuleSummary From AR Post   10261.75
21042   Sales Tax Payable    Summary From AR Post                309.75
4101    Sales Dept. 01       Summary From AR Post               9025.00
4102    Sales Dept. 02       Summary From AR Post                927.00




Total Debits :      10261.75    │ Total Credits :    10261.75
```

F1-Help F2-Difference F6-Delete tran F9-Auto entry F10-Process ALT D-Delete line

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GENERATE FINANCE CHARGES

To obtain the benefit of this routine you must first enter the interest rate for each customer in the Customer file. Each month, after you have posted all payments and new invoices, but before printing the statements, run this routine (option 3 in the A/R menu). It is important to have a back-up of your files before running this routine. Also, you can only run this routine once each month. To avoid double billing your customers for late charges, Dac-Easy will warn you if you try to run this routine twice. The calculation method is as follows for each type of customer:

A Balance-Forward customer: Subtract the total payments and/or credits received during the month from the beginning balance. If there is a remaining amount, it will be multiplied by the monthly rate in the customer file and a miscellaneous debit will be automatically issued. If the balance is negative or zero, no interest will be calculated.

An Open-Invoice customer: Each invoice's balance will be tracked and if the invoice is not due, no interest will be added. If the invoice is due, then Dac-Easy will calculate the number of days since the due date. If this number is more than 30, 30 will be used; if less than 30, then the actual number is used. So the Invoice Balance times the number of past due days (no more than 30) times the monthly interest rate (expressed in decimals) divided by 30 and the result rounded up to the nearest penny. This amount will be posted as a miscellaneous debit to the same invoice number.

The total interest charged to each customer is reflected in the Customer balance and in the Open Invoice file. A transaction is also generated in the Accounts Receivable account as well as a credit to the Finance Charges account setup in the G/L Interface Table. While calculating the interest, a journal will be printed creating a G/L transaction with the code AR and MMDD (month-date). The journal plus the G/L transaction gives you the perfect audit trail. See the sample journal on the following page:

<div align="center">

Your Company's Name
4801 Spring Valley Road Building 110-B
Dallas, TX 75244   Phone (214) 458-0038

ACCOUNTS RECEIVABLE FINANCE CHARGES JOURNAL

</div>

Cust. #.	Name	Invoice #	Inv.Date	Due Date	Balance	Fin. Charge
C001	Crystal Palace, Inc.	00042	01/08/87	02/07/87	1725.00	25.88
		1022	01/15/87	02/14/87	1022.00	15.33
	Total for Customer :				2747.00	41.21
M001	Martin Production, Inc.	312	01/15/87	02/14/87	650.00	9.75
	Total for Customer :				650.00	9.75
	Grand Totals :				3397.00	50.96

COLLECTING

Dac-Easy Accounting provides an easy but powerful method of controlling and forecasting cash. Most of the cash transactions will be entered in the Cash Receipts routine (option 2 in the Accounts Receivable menu) as shown below:

```
╔══════════════════════════════════════════════════════════════════════╗
║                  CASH RECEIPTS AND ADJUSTMENTS                         ║
║   Transaction # :                          Date      : 03/07/87        ║
║   Customer Code :                          Check #   :                 ║
║           Name :                           Amount    :        0.00     ║
║     Trans. Type :                          Applied   :        0.00     ║
║       Account # :                          To Apply  :        0.00     ║
║  ───────────────────────────────────────────────────────────────────  ║
║   Inv. #   Date       Due      Amount   Disc.Avail  Amt.Applied  Disc.taken ║
║  ───────────────────────────────────────────────────────────────────  ║
║                                                                        ║
║                                                                        ║
║                                                                        ║
║                                                                        ║
║                                                                        ║
║                                                                        ║
║                                                                        ║
║                                                                        ║
║                                                                        ║
╚══════════════════════════════════════════════════════════════════════╝
```

F1-Help F2-Advance F5-Balance F6-Delete tran F8-Sort F9-Auto apply F10-Process

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RECORDING PAYMENTS IN ACCOUNTS RECEIVABLE:

When you receive a check from a customer for payment of a balance, simply press **ENTER** in the Transaction # field (Cash Receipts, option 2 in the Accounts Receivable menu) and Dac-Easy will assign the transaction number. Select option **P** (payment) for transaction type and the system will display today's date (you can edit this date). Enter the customer code.

```
                    CASH RECEIPTS AND ADJUSTMENTS
  Transaction # :0001                        Date    : 03/07/87
  Customer Code :L001                        Check # :
          Name :Laundry Services, Co.        Amount  :        0.00
    Trans. Type :                            Applied :        0.00
      Account # :                            To Apply :       0.00
  ──────────────────────────────────────────────────────────────────
  Inv. #   Date       Due        Amount     Disc.Avail  Amt.Applied  Disc.taken
  ──────────────────────────────────────────────────────────────────
            ┌──────────────────────────────────────────────┐
            │ Check Credit Available                       │
            │ Credit Limit...............$ 10000.00         │
            │ Current Balance............    4736.00        │
            │ Credit Available...........    5264.00        │
            │                                              │
            │ Press <ANYKEY> to continue...                │
            └──────────────────────────────────────────────┘




  F1-Help F2-Advance F5-Balance F6-Delete tran F8-Sort F9-Auto apply F10-Process
```

Enter the check number or the word "cash" in the CHK# field. Enter the payment amount, at which time Dac-Easy will display all the open invoices for that customer (or the balance by month if a balance-forward customer). The amount entered will be displayed in the TO APPLY field to remind you how much is left to apply to invoices. The Bank Account that is currently in the G/L Interface Table will be displayed automatically but can be changed at this time. The outstanding balance per invoice is displayed in due date order. If you like, you can sort the entries by discount date by pressing **F8**. The following two screens show both methods:

```
                 CASH RECEIPTS AND ADJUSTMENTS
Transaction # :0001                        Date    : 03/07/87
Customer Code :L001                        Check # : 4453
         Name :Laundry Services, Co.       Amount  :    1000.00
   Trans. Type :P                          Applied :       0.00
   Account # :11021   Checking Account      To Apply :      0.00
_____

Inv. #   Date      Due       Amount    Disc.Avail  Amt.Applied  Disc.taken
_____

00025   11/15/86 12/15/86    1236.00     0.00        0.00        0.00
00039   01/28/87 02/27/87    3500.00     0.00        0.00        0.00
```

F1-Help F2-Advance F5-Balance F6-Delete tran F8-Sort F9-Auto apply F10-Process

```
                 CASH RECEIPTS AND ADJUSTMENTS
Transaction # :0001                        Date    : 03/07/87
Customer Code :L001                        Check # : 4453
         Name :Laundry Services, Co.       Amount  :    1000.00
   Trans. Type :P                          Applied :       0.00
   Account # :11021   Checking Account      To Apply :   1000.00
_____

Inv. #   Date     Discount  Amount    Disc.Avail  Amt.Applied  Disc.taken
_____

00025   11/15/86 11/25/86    1236.00     0.00        0.00        0.00
00039   01/28/87 02/07/87    3500.00     0.00        0.00        0.00
```

F1-Help F2-Advance F5-Balance F6-Delete tran F8-Sort F9-Auto apply F10-Process

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You can move directly to the INV.# column and enter the amount received, and if requested, the discount taken by the customer. The field "To Apply" is now decreased and the field "Applied" increases by the same amount. To save keystrokes, press **F9** and the payment will be applied automatically to the invoice amount where the cursor is located. The **F9** option also honors discounts if within the due date. Remember that you can still override this field if you want to give a discount even though a payment has come in after the discount date. Once the payment has been applied, press **F10** to save the transaction.

HOW TO DELETE A PAYMENT TRANSACTION

If a mistake is found after pressing **F10**, simply recall the transaction in the same routine and press **F6**. The screen will appear as follows:

```
                    CASH RECEIPTS AND ADJUSTMENTS
Transaction # :0001                          Date    : 03/07/87
Customer Code :L001                          Check # : 4453
         Name :Laundry Services, Co.         Amount  :     1000.00
   Trans. Type :P                            Applied :     1000.00
     Account # :11021  Checking Account       To Apply :       0.00
_____
 Inv. #   Date       Due        Amount     Disc.Avail  Amt.Applied  Disc.taken
_____
 00025   11/15/86 ┌──────────────────────┐ 00    1000.00        0.00
 00039   01/28/87 │ Do you want to delete │ 00       0.00        0.00
                  │ this transaction (Y/N)?   Y │
                  │                       │
                  │                       │
                  │                       │
                  └──────────────────────┘




F1-Help F2-Advance F5-Balance F6-Delete tran F8-Sort F9-Auto apply F10-Process
```

The system will prompt for confirmation. Enter **Y** to delete the transaction from the file or **N** to cancel the request.

HOW TO ENTER AN OVERPAYMENT

If the customer sends you too much money, you can apply the remainder as an advance for future purchases by pressing **F2**. Using this key will apply the amount available in the "To Apply" field as an advance. See the example below:

```
                        CASH RECEIPTS AND ADJUSTMENTS
Transaction # :0001                          Date     : 03/07/87
Customer Code :L001                          Check #  :      4545
        Name :Laundry Services, Co.          Amount   :       545
  Trans. Type :P                             Applied  :   6000.00
    Account # :11021  Checking Account       To Apply :      0.00
_____

Inv. #   Date      Due        Amount    Disc.Avail  Amt.Applied  Disc.taken
_____

00025    11/15/86 12/15/86    1236.00      0.00      1236.00       0.00
00039    01/28/87 02/27/87    3500.00      0.00      3500.00       0.00
ADVANCE  03/07/87 03/07/87       0.00      0.00      1264.00       0.00
```

F1-Help F2-Advance F5-Balance F6-Delete tran F8-Sort F9-Auto apply F10-Process

It is possible that the payment is not meant to be applied to any invoices and is intended to be an advance. So even if the customer has a balance, you can enter an advance by pressing **F2**. This will display an advance line. The transaction can then be saved by pressing **F10**. See the following page:

```
                    CASH RECEIPTS AND ADJUSTMENTS
Transaction # :0002                          Date    : 03/07/87
Customer Code :M001                          Check # :      4654
         Name :Martin Production, Inc.       Amount  :    4500.00
   Trans. Type :P                            Applied :    4500.00
     Account # :11021  Checking Account      To Apply :       0.00
_____

Inv. #   Date      Due       Amount    Disc.Avail  Amt.Applied  Disc.taken
_____

00065    02/15/87 03/17/87    4500.00      0.00         0.00        0.00
00068    03/04/87 04/03/87    4500.00     90.00         0.00        0.00
00071    03/04/87 04/03/87    2800.00     56.00         0.00        0.00
ADVANCE  03/07/87 12/18/77       0.00      0.00      4500.00        0.00
```

F1-Help F2-Advance F5-Balance F6-Delete tran F8-Sort F9-Auto apply F10-Process

HOW TO APPLY AN ADVANCE

To avoid having two "orphan" transactions (an invoice and an advance) you need to apply the advance to a particular invoice. To do this, select the Cash Receipts option and proceed as you would in a payment but select the code (adjustments); the system will not stop in the Amount field because there is no money involved but simply a change of the advance to an invoice.

In the advance line enter the amount with a minus sign in front of the amount then position the cursor to the invoice or invoices to receive the advance. Press **F10** to save the adjustment.

```
                  CASH RECEIPTS AND ADJUSTMENTS
Transaction # :0002                      Date     : 03/07/87
Customer Code :M001                      Check #  :
         Name :Martin Production, Inc.   Amount   :        0.00
   Trans. Type :A                        Applied  :        0.00
    Account # :                          To Apply :        0.00
_____

Inv. #   Date       Due      Amount   Disc.Avail  Amt.Applied  Disc.taken
_____

00065   02/15/87 03/17/87    4500.00      0.00     4500.00       0.00
00068   03/04/87 04/03/87    4500.00     90.00        0.00       0.00
00071   03/04/87 04/03/87    2800.00     56.00        0.00       0.00
ADVANCE 03/07/87 12/18/77   -4500.00      0.00    -4500.00       0.00




F1-Help F2-Advance F5-Balance F6-Delete tran F8-Sort F9-Auto apply F10-Process
```

When posting these adjustment transactions no G/L transaction is created because these transactions represent transfers within a single customer. This routine will also help you to adjust other incorrect applications of payments within the same customer. If mistakes are made between customers, you will have to enter the corrections through the Enter Transactions (option 1) as miscellaneous debits or credits.

```
Checks ─────────────┐
                    │
                    ▼
         ┌──────────────────────┐                  ┌─────────────────┐
         │ Accounts Receivable  │─────────────────▶│ Update          │
Cash     │ Cash Receipts Entry  │                  │ Open Invoice    │
Transactions ────────▶          │                  │ File            │
         │    Routine # 2.2     │◀────────────┐    └─────────────────┘
         └──────────┬───────────┘             │
                    │                          │
                    ▼                          │
              ┌──────────┐                     │
              │  Print   │                     │
              │  Journal │                     │
              └────┬─────┘                     │
                   │                           │
                   ▼                           │
                 ◇ OK? ◇──── No ───────────────┘
                   │
                  Yes
                   │
                   ▼
              ┌──────────┐
              │ Back up  │
              │  Files   │
              └────┬─────┘
                   │
                   ▼
              ┌──────────┐
              │ Posting  │
              │ Process  │
              └──┬────┬──┘
          ┌──────┘    └──────┐
          ▼                   ▼
   ┌────────────────┐  ┌────────────────┐
   │ G/L Transaction│  │ Statistical    │
   │ Created        │  │ Information    │
   │                │  │ Updated        │
   └────────────────┘  └────────────────┘
```
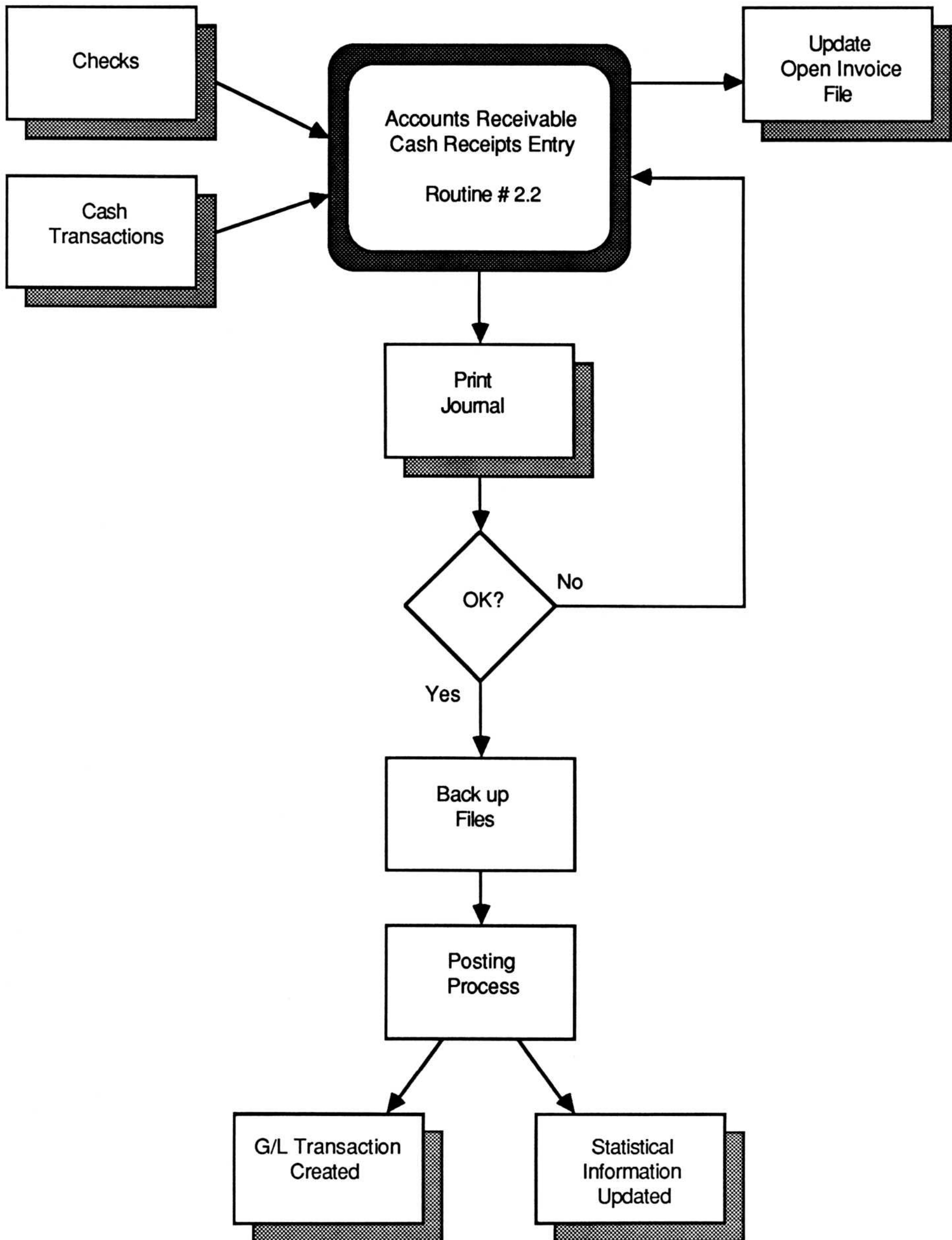
CASH RECEIPTS THAT AFFECT INVOICING

Sometimes you will receive full or partial payment while preparing your invoices. In this case you can enter the amount paid directly in the billing system as explained in the Selling section of this chapter. If you have received the full payment no open invoice will be created since no balance exists, but Dac-Easy will still accrue the sale and cost for statistical information in the Customer file. If a partial payment is made, then an open invoice will be created for the outstanding balance.

PRINTING THE CASH RECEIPTS JOURNAL

All transactions entered through the Cash Receipt routine need to be reviewed for accuracy before posting to the general ledger. This Journal is used to verify the deposits to the bank affected. (This is the reason for sub-totalling by bank.)

Date : 03/19/87   Page no. 1
Time : 11:47 PM

ACCOUNTS RECEIVABLE CASH RECEIPTS JOURNAL

Tran. No.	Acct #	Cust.	Customer Name	Invoice#	Date	Chk #	Type	Inv. Amount	Disc. Taken	Chk. Amount
0012	11021	C001	Crystal Palace, Inc.	00037	03/20/87	1022	PMT.	3000.00	0.00	3000.00
0013	11021	A002	Arnold's Inc.	0036	03/20/87	4321	PMT.	1000.00	0.00	1000.00
0014	11021	F001	Francis Limited	00043	03/20/87	2933	PMT.	987.00	0.00	987.00
0015	11021	F001	Francis Limited	00001	03/20/87	10323	PMT.	5000.00	0.00	5000.00
			Acct. Total:					9987.00	0.00	9987.00
			Grand Total: # of invoices 4					9987.00	0.00	9987.00

POSTING CASH RECEIPTS

Once all cash receipts are correct, select option 5 in the Accounts Receivable menu to post these transactions to the Customer file and the General Ledger transaction file. Be sure you have a backup of your files before posting.

After the process is finished the screen will display the total amounts sent to the General Ledger. If an error occurred during the printing process then the information will be sent to the printer for a hard copy. This posting is also used for the transactions entered in option 1, and once a month for the finance charges generated through option 3. Next, we will show the G/L transaction generated after posting Cash Receipts. It will always be identified as journal AR with MMDD (month-day) as the journal number.

```
┌─────────────────────────────────────────────────────────────────────────┐
│                GENERAL LEDGER TRANSACTION ENTRY                          │
│  Journal.. :AR              Transaction #..:0308        Date..:03/08/87   │
├─────────────────────────────────────────────────────────────────────────┤
│  Acct.#   Account Name           Description          Debit     Credit    │
├─────────────────────────────────────────────────────────────────────────┤
│  11051  Accts Rec'ble ModulePayments Summ.-AR Post               4500.00  │
│  11021  Checking Account    Payments Summ.-AR Post   4500.00              │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
├─────────────────────────────────────────────────────────────────────────┤
│  Total Debits :     4500.00      │  Total Credits :     4500.00           │
└─────────────────────────────────────────────────────────────────────────┘
```
F1-Help F6-Delete tran F9-Auto entry F10-Process ALT D-Delete line

ENTERING GENERAL LEDGER TRANSACTIONS

On the previous pages we have explained most day-to-day operations that affect the accounting process. As promised, most of these required very little knowledge of accounting due to the way Dac-Easy turns your administrative knowledge into accounting processing. However, there are still a few transactions that require a deeper knowledge of accounting. Most of these are repetitive in nature and if you are using the sample Chart of Accounts, the examples used in this section will be straight forward. If you have created your own Chart of Accounts then review our sample so that it makes sense when you examine the examples used.

Most of the transactions will be entered through option 1 Enter Transactions in the General Ledger menu. In this routine you may also inquire about any of the transactions created through the other modules. We will summarize them below:

Journal Code	Transaction Type
PO	Summary transaction from the Merchandise Received and Purchase Order Returns created from the posting routine in P.O. menu.
BI	Summary transaction from Invoices and Sales Returns created from the posting routine in the Billing System.
AR	Summary transactions from Transactions Entry, Cash Receipts and Finance Charges generated by the system in the Accounts Receivable Menu.
AP	Summary transaction from Transactions Entry (Invoices and miscellaneous debits and credits), manual checks, computer printed checks and electronic payments entered through the Accounts Payable routine.
IN	Summary transactions from Physical Inventory adjustment from the Inventory menu (to be explained later in this chapter).
PY	This code is protected for summary transactions from Dac-Easy Payroll.
SU	This code is used for transactions entered during the set up procedure.

Each one of these transaction journals has as a transaction number the date when the transaction was generated in the format MMDD (month-day). Any of these transactions may be reviewed by entering the corresponding code. These transactions may be reviewed only - not modified. Dac-Easy protects the balance integrity between modules by prohibiting the modification of these journals. The following example should help illustrate:

```
                    GENERAL LEDGER TRANSACTION ENTRY
   Journal.. :PO          Transaction #..:0304        Date..:03/04/87

   Acct.#   Account Name          Description        Debit       Credit

   11071   Inventory - Module  Purchase Order Summary  29140.00
   2101    Accts Payable-ModulePurchase Order Summary              29140.00













   Total Debits :    29140.00    │  Total Credits :    29140.00
```

F1-Help F2-Difference F6-Delete tran F9-Auto entry F10-Process ALT D-Delete line

For other types of journals you are free to use whatever codes you like. We suggest GJ for general journal. However, if you want to get more specific, you can create separate journals for depreciation (example DP), for adjustments (AJ), etc. Providing you with an unlimited number of journals is just one more example of the tremendous flexibility of Dac-Easy Accounting.

Once you have identified the journal you can enter the Transaction Number ranging from 0001 to 9999. If the transaction already exists then its data will be displayed for editing or deleting only if it has not been previously posted. You may, however, add some lines to a previously posted transaction because the system knows which items have been posted. If this is a new transaction (nothing appears) then the system will be ready to accept the following information.

DATE

Today's date is displayed automatically but can be changed.

ACCT

Enter the account number for the debit or credit entry. The account name from the Chart of Accounts will be displayed automatically. If the account entered is not found or is not a detail account, it will be rejected. Remember that only detail (the lowest level) accounts are allowed to receive transactions directly. General accounts (upper levels) are updated automatically by the posting process.

ACCOUNT NAME

Once a valid number is entered into the ACCT.# field, the account description from the Chart of Accounts is automatically displayed. This feature gives you the opportunity to verify that the account selected is correct. If you can tell by the account selected that the wrong number has been entered, press the up-arrow key to return to the ACCT.# field and re-enter the correct account number.

DESCRIPTION

Use up to 24 characters to enter a description for the debit or credit being entered. As a convenience, this description will always default to the description of the previous line but may be modified.

DEBIT

Enter the debit amount of the transaction. Once a debit has been entered, the TOTAL DEBITS fields at the bottom of the screen will be incremented and the cursor will be positioned at the ACCT.# field of the next line.

CREDIT

Enter the credit amount of the transaction. Once an amount has been entered into this field, the TOTAL CREDITS field at the bottom of the screen will be incremented and the cursor will be positioned at the ACCT.# field of the next line. Only one credit or one debit may be entered on any given line.

After entering the last account number of the transaction, you can simply press **F9** and the right amount will be placed in the right Debit or Credit column. This will save you keystrokes and assure first time accuracy as shown in the two screens on the following page.

```
                    GENERAL LEDGER TRANSACTION ENTRY
   Journal.. :GJ           Transaction #..:0001        Date..:03/04/87
  ──────────────────────────────────────────────────────────────────────
   Acct.#   Account Name          Description          Debit      Credit
  ──────────────────────────────────────────────────────────────────────
   11023   Savings Account    Transfer to Savings      10000.00
   11021




  ──────────────────────────────────────────────────────────────────────
   Total Debits :    10000.00    │  Total Credits :        0.00
```

F1-Help F2-Difference F6-Delete tran F9-Auto entry F10-Process ALT D-Delete line

```
                    GENERAL LEDGER TRANSACTION ENTRY
   Journal.. :GJ           Transaction #..:0001        Date..:03/04/87
  ──────────────────────────────────────────────────────────────────────
   Acct.#   Account Name          Description          Debit      Credit
  ──────────────────────────────────────────────────────────────────────
   11023   Savings Account    Transfer to Savings      10000.00
   11021   Payables Account   Transfer to Savings                 10000.00




  ──────────────────────────────────────────────────────────────────────
   Total Debits :    10000.00    │  Total Credits :    10000.00
```

F1-Help F2-Difference F6-Delete tran F9-Auto entry F10-Process ALT D-Delete line

Once you have entered all line items, press **F10** to save and move to the next
transaction.

NECESSARY PROCEDURE FOR OUT OF BALANCE TRANSACTIONS

While you are creating the line by line transactions Dac-Easy displays the total debits and credits. During this time you are free to go to any line and edit the amounts - the totals will change accordingly. You can even delete a complete line by pressing **ALT-D** - the totals will still be accurate. The one thing you can not do is to leave this transaction while it is out of balance. The **F10** key will not work until total debits equal total credits. If these do not match, and after a careful review you do not know why (perhaps the source documents are wrong), then follow the steps explained in the next topic: Using the Differences Account.

```
┌─────────────────────────────────────────────────────────────────────────┐
│                  GENERAL LEDGER TRANSACTION ENTRY                         │
│  Journal.. :GJ          Transaction #..:0002         Date..:03/04/87      │
├─────────────────────────────────────────────────────────────────────────┤
│  Acct.#    Account Name           Description       Debit      Credit     │
├─────────────────────────────────────────────────────────────────────────┤
│  52041   Organization ExpenseMonthly Amortization    45.00                │
│  13012   Accum. Amortization Monthly Amortization               40.00     │
│                                                                           │
│                                                                           │
│         ┌───────────────────────────────────────────────┐                │
│         │                                               │                │
│         │  ** Transaction not in balance -- Please verify **              │
│         │                                               │                │
│         └───────────────────────────────────────────────┘                │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
├───────────────────────────────────┬───────────────────────────────────────┤
│  Total Debits :      45.00        │  Total Credits :      40.00           │
└───────────────────────────────────┴───────────────────────────────────────┘
```
Press any key to continue.....

USING THE DIFFERENCES ACCOUNT

Dac-Easy has created a special account with a "D" (for difference) as its account number. This is a utility account. If you have entered a long list of debits and credits in a transaction and they do not balance but you wish to save the work already entered, then this account can come in handy. This account may also be used to temporarily record an entry to an account that has not been set up yet. In these cases, simply enter the **F2** key and the system will automatically create a new line item with the difference in the proper debit or credit field. You are then free to press the **F10** key to continue as shown in the example on the following page.

```
┌──────────────────────────────────────────────────────────────────────┐
│              GENERAL LEDGER TRANSACTION ENTRY                          │
│  Journal.. :GJ          Transaction #..:0002        Date..:03/04/87    │
├──────────────────────────────────────────────────────────────────────┤
│  Acct.#   Account Name          Description         Debit     Credit   │
├──────────────────────────────────────────────────────────────────────┤
│  52041  Organization ExpenseMonthly Amortization    45.00              │
│  13012  Accum. Amortization  Monthly Amortization              40.00   │
│  D      Journal Difference   Transaction Difference             5.00   │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
├──────────────────────────────────────────────────────────────────────┤
│  Total Debits :      45.00     │  Total Credits :      45.00           │
└──────────────────────────────────────────────────────────────────────┘
```

F1-Help F2-Difference F6-Delete tran F9-Auto entry F10-Process ALT D-Delete line

It is best to quickly create the missing account in the Chart of Accounts or to correct the error as soon as possible. Simply recall the transaction number and change the account number from "D" to the correct account, or delete the entire line by pressing **ALT-D** and enter the correct data. You are now free to press **F10** and proceed. If you fail to correct the mistake before posting, Dac-Easy will alert you during posting that there are "D" transactions included and will abort the posting process until they are corrected. The one exception is the "D" transactions created in the SU journal for file set-up which can be posted.

The "D" account is helpful in many ways. Remember, it was used in the setup procedures for open invoices in Customer and Vendor files, and in the Inventory files. Dac-Easy posted a transaction to the general ledger in the SU journal and the complement account was the "D" account. Sooner or later these balances would become zero but while this account has a balance, it may be included in the financial reports as part of the asset to maintain proper accounting.

You might ask if it is proper accounting to include this "D" account. The answer is a resounding "yes". In accounting practice, the tricks to transferring balances or to cleaning up accounts are called "bridge" or "consolidation" accounts; they can help to maintain the integrity of the double entry principle as well as provide a complete audit trail. That is the purpose of the "D" account.

While running the posting process, if an entry to a "D" account is detected in a transaction with the journal code SU (set up), the system will alert you of this but allow you to continue. An entry with a "D" account for any journal other than SU will cause the posting process to abort so that you can reconcile the transaction before posting.

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DELETING A GENERAL LEDGER TRANSACTION

To delete a transaction that has been entered in the G/L Transaction entry routine, simply recall the transaction by its journal and number, and when it's displayed on the screen, enter **F6** for deletion, then answer **Y** when the system asks for confirmation. The transaction will be erased from the file.

```
                    GENERAL LEDGER TRANSACTION ENTRY
  Journal.. :GJ            Transaction #..:0002          Date..:03/04/87
 ─────────────────────────────────────────────────────────────────────────
  Acct.#    Account Name             Description        Debit      Credit
 ─────────────────────────────────────────────────────────────────────────
  52041    Organization ExpenseMonthly Amortization     45.00
  13012    Accum. Amortization Monthly Amortization                 45.00

              ┌─────────────────────────────────────────┐
              │                                         │
              │   Are you sure you want to delete       │
              │   this transaction (Y/N) ?    Y         │
              │                                         │
              │                                         │
              └─────────────────────────────────────────┘




 ─────────────────────────────────────────────────────────────────────────
  Total Debits :     45.00    │  Total Credits :     45.00
```

F1-Help F2-Difference F6-Delete tran F9-Auto entry F10-Process ALT D-Delete line

If the transaction has already been posted or if it is from any of the reserved journals from other systems, the **F6** function is disabled and an error message will appear. This maintains the balance between each of the Dac-Easy modules.

The Chart of Accounts on page 44 is used as an example of the most common transactions entered in this routine. If you find you need more accounting help in understanding these concepts, contact your accountant, our support department (yes we answer accounting questions for those people who have subscribed to our support agreement), or an accounting textbook.

INSTALLING ACCOUNT BALANCES IN THE GENERAL LEDGER

For clean cut-offs it is best to start your accounting system with balances from the beginning of a month. By now you will have set up your Chart of Accounts (or selected our sample), the G/L Interface Table, and the files of the Customers, Vendors, and Inventory (if used). So three of your accounts already have balances as shown below:

```
+--------------------------------------------------------------------------------+
|                    GENERAL LEDGER TRANSACTION ENTRY                             |
|  Journal.. :SU            Transaction #..:0301          Date..:03/01/87         |
|================================================================================|
|  Acct.#   Account Name            Description        Debit        Credit        |
|--------------------------------------------------------------------------------|
|  11051  Accts Rec'ble ModuleSet-up Balance          33347.00                    |
|  D      Journal Difference  Set-up Balance                       33347.00       |
|  11071  Inventory - Module  Set-up Balance          29140.00                    |
|  D      Journal Difference  Set-up Balance                       29140.00       |
|  2101   Accts Payable-ModuleSet-up Balance                       37750.00       |
|  D      Journal Difference  Set-up Balance          37750.00                    |
|                                                                                |
|                                                                                |
|                                                                                |
|                                                                                |
|                                                                                |
|                                                                                |
|--------------------------------------------------------------------------------|
|  Total Debits :   100237.00      |   Total Credits :   100237.00               |
+--------------------------------------------------------------------------------+
 F1-Help F2-Difference F6-Delete tran F9-Auto entry F10-Process ALT D-Delete line
```

Now it is time to enter the balances of all the other accounts in your Chart of Accounts. Just like in the other modules, if you wait to enter your account balances until you have cleaned up everything you may never start. After you have the everyday processing automated don't wait to start receiving the type of financial information that is available once you have account balances current.

Remember that you will only need the balances of the DETAIL accounts because all upper-level accounts will automatically receive their information from the lowest levels.

As you prepare your list do not include Accounts Receivables, Accounts Payables, or Inventory. Their balances were set while entering the open invoices and/or the current stock. Also place two columns (one for Debits and one for Credits) to record the correct balance at the time you switch systems. Record the balance of an asset or expense account in the Debit column because they are applications of money. Liability, capital/equity, or revenue account balances record as credits. See the sample Chart of Accounts if you have problems remembering this rule. If any account has a negative balance then change it to the other column. An example of this would be an Accumulated Depreciation. It carries a negative balance. Simply enter it as a credit and not a debit.

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When you finish preparing this list you will see that the debit total does not equal the credit total. The difference will exactly match the difference created from the SU journal (when open invoices from vendors, customers, and stock were set up). Create another transaction with the journal code SU (set up) to enter the general ledger account balances (except for Accounts Receivable, Accounts Payable, and Inventory). Once the account balances have been entered, press **F2** to determine the difference between the debits and credits. Now you have a balanced transaction as shown below:

```
┌───────────────────────────────────────────────────────────────────────┐
│               GENERAL LEDGER TRANSACTION ENTRY                          │
│ Journal.. :SU          Transaction #..:0001       Date..:03/01/87       │
│                                                                         │
│ Acct.#   Account Name           Description       Debit       Credit    │
│                                                                         │
│ 1101   Petty Cash           Set-up Balance        500.00                │
│ 11021  Payables Account     Set-up Balance      30554.00                │
│ 11022  Payroll Account      Set-up Balance        820.00                │
│ 11041  Cert. of Deposit     Set-up Balance      20000.00                │
│ 11052  Allow Doubtful AcctsSet-up Balance                      400.00   │
│ 11062  Employee Loans       Set-up Balance        950.00                │
│ 11072  Allow Damage/Obsol.  Set-up Balance                     250.00   │
│ 12011  Original Value       Set-up Balance      15547.00                │
│ 12012  Accum. Depreciation  Set-up Balance                    3109.00   │
│ 12021  Original Value       Set-up Balance      87053.00                │
│ 12022  Accum. Depreciation  Set-up Balance                   17411.00   │
│ 12031  Original Value       Set-up Balance     121865.00                │
│ 12032  Accum. Depreciation  Set-up Balance                   24373.00   │
│ 12051  Original Value       Set-up Balance      80000.00                │
│ 12052  Accum. Depreciation  Set-up Balance                    2400.00   │
│                                                                         │
│ Total Debits :   856557.00      │ Total Credits :   856557.00           │
└───────────────────────────────────────────────────────────────────────┘
```

F1-Help F2-Difference F6-Delete tran F9-Auto entry F10-Process ALT D-Delete line

Although the screen only displays 14 lines, there are actually over 100 lines for this transaction. The transaction is listed in its entirety on the following pages:

Date : 03/05/87
Time : 04:20 PM

Your Company's Name
4801 Spring Valley Road Building 110-B
Dallas, TX 75244   Phone (214) 458-0038

Page no. 1

General Ledger Journal Report

Journal Trans.#	Date	Acct. #	Account Name	Description	Debits	Credits	Posted?
SU 0001	03/01/87	1101	Petty Cash	Set-up Balance	500.00		NO
		11021	Checking Account	Set-up Balance	30554.00		NO
		11022	Payroll Account	Set-up Balance	820.00		NO
		11041	Cert. of Deposit	Set-up Balance	20000.00		NO
		11062	Employee Loans	Set-up Balance	950.00		NO
		12011	Original Value	Set-up Balance	15547.00		NO
		12021	Original Value	Set-up Balance	87053.00		NO
		12031	Original Value	Set-up Balance	121865.00		NO
		12051	Original Value	Set-up Balance	80000.00		NO
		1207	Land-Original Value	Set-up Balance	20000.00		NO
		13011	Original Value	Set-up Balance	10000.00		NO
		13031	Insurance	Set-up Balance	800.00		NO
		14013	Utilities	Set-up Balance	150.00		NO
		14014	Security	Set-up Balance	200.00		NO
		4201	Returns Dept. 01	Set-up Balance	4923.00		NO
		4202	Returns Dept. 02	Set-up Balance	3722.00		NO
		5101	COGS Dept. 01	Set-up Balance	113049.00		NO
		5102	COGS Dept. 02	Set-up Balance	99874.00		NO
		520111	Salaries	Set-up Balance	25673.00		NO
		520112	Hourly	Set-up Balance	25997.00		NO
		520113	Commisions	Set-up Balance	10469.00		NO
		520114	Overtime	Set-up Balance	2751.00		NO
		520115	Compensations	Set-up Balance	893.00		NO
		520116	Bonuses	Set-up Balance	3648.00		NO
		520117	Other Wages	Set-up Balance	799.00		NO
		520121	Health Insurance	Set-up Balance	1843.00		NO
		520123	Dental Insurance	Set-up Balance	1951.00		NO
		520131	Fica Employer	Set-up Balance	2529.00		NO
		520132	Futa	Set-up Balance	1924.00		NO
		520133	Suta	Set-up Balance	1087.00		NO
		520134	Disability Insurance	Set-up Balance	1800.00		NO
		52021	Autos & Trucks	Set-up Balance	2495.00		NO
		52022	Furniture & Fixtures	Set-up Balance	229.00		NO
		52023	Office Equipment	Set-up Balance	936.00		NO
		52025	Building	Set-up Balance	1424.00		NO
		52031	Autos & Trucks	Set-up Balance	777.00		NO
		52032	Furniture & Fixtures	Set-up Balance	4352.00		NO
		52033	Office Equipment	Set-up Balance	6093.00		NO
		52035	Building	Set-up Balance	2400.00		NO
		52041	Organization Expense	Set-up Balance	500.00		NO
		52061	Autos & Trucks	Set-up Balance	2874.00		NO
		52062	Furniture & Fixtures	Set-up Balance	675.00		NO
		52063	Office Equipment	Set-up Balance	1091.00		NO
		52065	Building	Set-up Balance	3403.00		NO

General Ledger Journal Report

Journal Trans.#	Date	Acct. #	Account Name	Description	Debits	Credits	Posted?
SU 0001	03/01/87	52071	Lodging	Set-up Balance	9335.00		NO
		52072	Transportation	Set-up Balance	11128.00		NO
		52073	Meals	Set-up Balance	4921.00		NO
		52074	Entertainment	Set-up Balance	2029.00		NO
		52075	Other Travel Expense	Set-up Balance	1518.00		NO
		52081	Freight	Set-up Balance	4123.00		NO
		52082	Insurance	Set-up Balance	1229.00		NO
		52083	Packaging	Set-up Balance	3901.00		NO
		52084	Duties	Set-up Balance	387.00		NO
		52091	Sales Tax/Purchases	Set-up Balance	9072.00		NO
		52092	Property Tax	Set-up Balance	1197.00		NO
		52101	Accountants	Set-up Balance	2845.00		NO
		52102	Legal	Set-up Balance	1129.00		NO
		5211	Office Supplies	Set-up Balance	3027.00		NO
		5212	Telephone & Telegrph	Set-up Balance	8143.00		NO
		5213	Mail/Postage	Set-up Balance	527.00		NO
		5214	Utilities	Set-up Balance	1922.00		NO
		5215	Alarms	Set-up Balance	300.00		NO
		5216	Contribution/Donat.	Set-up Balance	500.00		NO
		5217	Licenses/Permits	Set-up Balance	100.00		NO
		5218	Memships/Dues/Subscr	Set-up Balance	1015.00		NO
		52191	Broadcast Advert.	Set-up Balance	14238.00		NO
		52192	Print Advertising	Set-up Balance	6583.00		NO
		52201	Catalogues	Set-up Balance	3130.00		NO
		52202	Brochures	Set-up Balance	2200.00		NO
		5221	Public Relations	Set-up Balance	2800.00		NO
		5222	Marketing Research	Set-up Balance	1500.00		NO
		5223	Bad Debt Loss	Set-up Balance	400.00		NO
		5224	Inventory Losses	Set-up Balance	250.00		NO
		5301	Credit Card Discount	Set-up Balance	3085.00		NO
		5302	Interest	Set-up Balance	933.00		NO
		5303	Bank Charges	Set-up Balance	124.00		NO
		5304	Sales Discounts	Set-up Balance	2240.00		NO
		5401	Cash Short	Set-up Balance	106.00		NO
		5402	Loss on Sale/Assets	Set-up Balance	1000.00		NO
		5403	Miscellaneous Losses	Set-up Balance	1000.00		NO
		D	Journal Difference	Reconcile Trans. Differ.	30000.00		NO
		11052	Allow Doubtful Accts	Set-up Balance		400.00	NO
		11072	Allow Damage/Obsol.	Set-up Balance		250.00	NO
		12012	Accum. Depreciation	Set-up Balance		3109.00	NO
		12022	Accum. Depreciation	Set-up Balance		17411.00	NO
		12032	Accum. Depreciation	Set-up Balance		24373.00	NO
		12052	Accum. Depreciation	Set-up Balance		2400.00	NO
		13012	Accum. Amortization	Set-up Balance		2000.00	NO

General Ledger Journal Report

Journal Trans.#	Date	Acct. #	Account Name	Description	Debits	Credits	Posted?
SU 0001	03/01/87	2102	Notes Payable	Set-up balance		15000.00	NO
		210411	Federal Income W/H	Set-up balance		820.00	NO
		210412	Fica W/H Employee	Set-up balance		647.00	NO
		210413	Fica W/H Employer	Set-up balance		1853.00	NO
		210414	Futa	Set-up balance		438.00	NO
		210415	Suta	Set-up balance		126.00	NO
		210416	State Income W/H	Set-up Balance		519.00	NO
		210418	Disability Insurance	Set-up Balance		309.00	NO
		21042	Sales Tax Payable	Set-up Balance		4467.00	NO
		21043	Property Tax	Set-up Balance		191.00	NO
		21053	X'mas Fund Accrued	Set-up Balance		4603.00	NO
		2201	Mortgages Payable	Set-up Balance		30000.00	NO
		31011	Par Value	Set-up Balance		250000.00	NO
		3284	1984 Profit/(Loss)	Set-up Balance		3274.00	NO
		3285	1985 Profit/(Loss)	Set-up Balance		7000.00	NO
		3286	1986 Profit/(Loss)	Set-up Balance		17000.00	NO
		4101	Sales Dept. 01	Set-up Balance		253843.00	NO
		4102	Sales Dept. 02	Set-up Balance		203774.00	NO
		4301	Freight	Set-up Balance		2150.00	NO
		4302	Insurance	Set-up Balance		1980.00	NO
		4402	Finance Charges	Set-up Balance		3440.00	NO
		4404	Purchase Discounts	Set-up Balance		5180.00	NO
				TOTAL TRANSACTIONS :	856557.00	856557.00	
SU 0301	03/01/87	11051	Accts Rec'ble Module	Set-up Balance	38610.00		NO
		11071	Inventory - Module	Set-up Balance	29140.00		NO
		D	Journal Difference	Set-up Balance	37750.00		NO
		2101	Accts Payable-Module	Set-up Balance		37750.00	NO
		D	Journal Difference	Set-up Balance		38610.00	NO
		D	Journal Difference	Set-up Balance		29140.00	NO
				TOTAL TRANSACTIONS :	105500.00	105500.00	
				TOTAL TRANSACTIONS :	962057.00	962057.00	

OF ENTRIES PRINTED : 126

In fact, the difference in the first list is exactly the balance of the "D" account. When entering those balances you will use the "D" account to maintain the balance of the transaction which will eventually leave the "D" account with a zero balance as shown in the chart below:

"D" ACCOUNT ACTIVITY

Transaction	Description	Debit	Credit
SU0001	Diff. Set-up G/L Balances	30000	
SU0301	Diff. Set-up A/P Balances	37750	
SU0301	Diff. Set-up A/R Balances		38610
SU0301	Diff. Set-up INV Balances		29140
TOTALS:		67750	67750

NET BALANCE = 0.00

It is important to note that these operations may be separated by months and will probably never be shown together as illustrated here.

SAMPLE TRANSACTIONS

The following is a sample list of general ledger transactions which might be entered in day-to-day operations:

SELLING FIXED ASSETS

Let's use as an example that you sold a company car for $8000.00 and prepared the invoice in the Billing module.

The Billing system has posted the following G/L transaction:

		Debit	Credit
11021	Bank	8,000	
12011	Cars-original value		8,000

The car had an original value of $10,000 and an accrued depreciation of $3,000, then you have to complement the previous transaction as follows:

		Debit	Credit	
12012	Cars-depreciation	3,000		(cancel depreciation)
12011	Cars-original value		2,000	(plus the 8,000 = car)
4502	Gain for Sale/Assets		1,000	(record the profit)

If you had sold the car for $7,000, the transactions would be:

		Debit	Credit	
11021	Bank	7,000		
12011	Cars-original value		7,000	
12012	Cars-depreciation	3,000		(cancel depreciation)
12011	Cars-original value		3,000	(plus the 7,000 = car)

In the example above no profit was made and none was recorded.
If you had sold the car for $6,000, the transactions would be:

		Debit	Credit	
11021	Bank	6,000		
12011	Cars-original value		6,000	
12012	Cars-depreciation	3,000		(cancel depreciation)
12011	Cars-original value		4,000	(plus the 6,000 = car)
5402	Loss on Sale/Assets	1,000		(loss for selling under book value)

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If you had not prepared the invoice through the Billing system, the general ledger transaction would be:

With a profit:

		Debit	Credit	
11021	Bank	8,000		(amount collected)
12012	Cars-depreciation	3,000		(cancel depreciation)
12011	Cars-original value		10,000	(to cancel car)
4502	Gain on Sale/Assets		1,000	(profit on sale)

At break-even:

		Debit	Credit	
11021	Bank	7,000		(amount collected)
12012	Cars-depreciation	3,000		(cancel depreciation)
12011	Cars-original value		10,000	(to cancel car)

With a loss:

		Debit	Credit	
11021	Bank	6,000		(amount collected)
12012	Cars-depreciation	3,000		(cancel depreciation)
12011	Cars-original value		10,000	(to cancel car)
5402	Loss on Sale/Assets	1,000		(loss on sale)

DEPRECIATION

Most fixed assets (building, machinery, office equipment, computers, cars, typewriters, furniture, etc.) lose value as time goes on. Depreciation is the accounting process that allows you to show the periodic loss on those fixed assets while providing a tax haven on that depreciated amount as a sort of savings to purchase new assets when the old assets wear out. Naturally, if you leased or rented a car you would show the cost of that lease in your expenses and such is the same when you depreciate fixed assets you have purchased.

It would be very awkward to record this loss on assets every day - so it is common to record the loss once a year, once a quarter, or once a month. We recommend once a month. Depending on the "type" of asset, the Internal Revenue Service (IRS) has established different methods for depreciating assets. We do not intend to teach you these methods because the IRS can change them at will, but we will give you some examples of how to book the results. For more information about the methods subscribe to the IRS booklets, see your accountant, or if you are a Dac-Easy Support Agreement subscriber, call us.

As an example, we will use the "Straight Line" method which is calculated by taking the original value less salvage value (the estimated value at the end of term depreciated) divided by the number of months the asset will be used.

Take for example a computer which cost you $2,400 and you expect no salvage value once the expected life of 24 months has ended. Therefore the formula for depreciation would be:

$2,400 (original value) minus 0 (salvage value) divided by
 twenty four months = $100 depreciation a month.

The General Ledger transaction each month would be:

		Debit	Credit
52033	Depreciation office equip	100	
12032	Office equipment-depreciation		100

The first account is an expense account and the second account is an asset "contra" account which means its balance will be negative to deduct the original value of the asset to show its current value as follows:

12031	Office equipment-original value	2400
12032	Office equipment-depreciation	(100)

1203	Net Value	2300

The account is called a contra account because even though it is an asset account, it usually has a credit balance. The reason for using a contra account instead of the original value account in the previous example is to avoid losing control over the original value. This way you will always know the original value as well as the accumulated depreciation.

You can enter your depreciation for all of the assets in one general ledger transaction as follows:

```
┌──────────────────────────────────────────────────────────────────────┐
│                  GENERAL LEDGER TRANSACTION ENTRY                      │
│  Journal.. :DP          Transaction #..:0001        Date..:03/31/87    │
├──────────────────────────────────────────────────────────────────────┤
│  Acct.#   Account Name          Description          Debit     Credit  │
├──────────────────────────────────────────────────────────────────────┤
│  52031  Autos & Trucks      Monthly Depreciation     300.00            │
│  52032  Furniture & FixturesMonthly Depreciation    1400.00            │
│  52033  Office Equipment    Monthly Depreciation    1000.00            │
│  52035  Building            Monthly Depreciation     225.00            │
│  12012  Accum. Depreciation Monthly Depreciation               300.00  │
│  12022  Accum. Depreciation Monthly Depreciation              1400.00  │
│  12032  Accum. Depreciation Monthly Depreciation              1000.00  │
│  12052  Accum. Depreciation Monthly Depreciation               225.00  │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
├──────────────────────────────────────────────────────────────────────┤
│  Total Debits :     2925.00    │  Total Credits :     2925.00          │
└──────────────────────────────────────────────────────────────────────┘
```
F1-Help F2-Difference F6-Delete tran F9-Auto entry F10-Process ALT D-Delete line

AMORTIZATION

The purpose of amortization is to account for those items that over time will change from assets to expenses. One good example would be pre-organization expense which includes money to lawyers, accountants, etc. required to incorporate your business. The total amount would be amortized and expensed over several months.

In some cases, it is also possible to amortize the Goodwill of a company, or in other cases, patents. The recording of these expenses in the general ledger would be done monthly or yearly:

```
================================================================
               GENERAL LEDGER TRANSACTION ENTRY
 Journal.. :AM           Transaction #..:0001      Date..:03/31/87
----------------------------------------------------------------
 Acct.#   Account Name          Description        Debit    Credit
----------------------------------------------------------------
 52041  Organization ExpenseMonthly Amortization   42.00
 13012  Accum. Amortization Monthly Amortization            42.00




----------------------------------------------------------------
 Total Debits :      42.00  | Total Credits :      42.00
================================================================
```
F1-Help F2-Difference F6-Delete tran F9-Auto entry F10-Process ALT D-Delete line

RESERVE FOR DELINQUENT ACCOUNTS

If you extend credit to your customers sooner or later a few of them will not pay you. This is known as bad debt. So that a bad debt does not severely affect one month's profit, it is a good idea to write off a reserve each month which is an estimated loss from experience. To set this up in the general ledger it would look as follows:

```
╔════════════════════════════════════════════════════════════════════════╗
║                    GENERAL LEDGER TRANSACTION ENTRY                       ║
║   Journal.. :GJ            Transaction #..:0001        Date..:03/05/87    ║
║──────────────────────────────────────────────────────────────────────────║
║   Acct.#    Account Name          Description          Debit      Credit  ║
║──────────────────────────────────────────────────────────────────────────║
║   5223   Bad Debt Loss       Monthly Bad Debt Allow.   100.00            ║
║   11052  Allow Doubtful AcctsMonthly Bad Debt Allow.     0.00     100.00 ║
║                                                                          ║
║                                                                          ║
║                                                                          ║
║                                                                          ║
║                                                                          ║
║                                                                          ║
║                                                                          ║
║                                                                          ║
║                                                                          ║
║                                                                          ║
║──────────────────────────────────────────────────────────────────────────║
║   Total Debits :     100.00    │  Total Credits :     100.00             ║
╚════════════════════════════════════════════════════════════════════════╝
```

F1-Help F2-Difference F6-Delete tran F9-Auto entry F10-Process ALT D-Delete line

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If in the future you have a bad debt you will need to delete the original invoice or invoices that customer owes. This is done in the Accounts Receivable system as a miscellaneous credit to the Accounts Receivable account. The corresponding debit is then made to the Reserve for Bad Debts account. The following illustrates this procedure.

```
+==============================================================================+
|                 ACCOUNTS RECEIVABLE TRANSACTION ENTRY                        |
| Trans. #   : 0017              Reference/Check #    : cancel                  |
| Customer # : C001              Transaction Date     : 03/05/87               |
| Cust. Name : Crystal Palace, Inc.    Due Date       : 04/04/87               |
| Trans. Code: C                 Discount Date        : 03/15/87               |
| Invoice #  : 00043             Discount Available   :         0.00           |
|------------------------------------------------------------------------------|
| Acct.#   Account Name          Description          Debit       Credit       |
|------------------------------------------------------------------------------|
| 11051  Accts Rec'ble Module Cancel Unpaid Invoice               100.00       |
| 11052  Allow Doubtful Accts Cancel Invoice 00043    100.00                   |
|                                                                              |
|                                                                              |
|                                                                              |
|                                                                              |
|                                                                              |
|------------------------------------------------------------------------------|
| Total Debits :    100.00      | Total Credits :      100.00                  |
+==============================================================================+
```
F1-Help F6-Delete tran F9-Auto entry F10-Process ALT D-Delete line

PAYROLL

If you do not use Dac-Easy Payroll or you do not interface directly with a payroll system, you may use the general ledger to enter the accounting transactions if you issue checks manually. The following will clearly illustrate this procedure:

```
                    GENERAL LEDGER TRANSACTION ENTRY
 Journal.. :PY          Transaction #..:0001          Date..:03/15/87

 Acct.#   Account Name           Description        Debit      Credit

 520111 Salaries          March 15th Payroll        1537.00
 520112 Hourly            March 15th Payroll         1342.00
 520113 Commisions        March 15th Payroll        1000.00
 520114 Overtime          March 15th Payroll         375.00
 520121 Health Insurance  March 15th Payroll         358.00
 520123 Dental Insurance  March 15th Payroll          85.00
 520131 Fica Employer     March 15th Payroll         378.00
 520132 Futa              March 15th Payroll         105.00
 520133 Suta              March 15th Payroll          50.00
 210411 Federal Income W/H March 15th Payroll                   530.00
 210412 Fica W/H Employee  March 15th Payroll                   378.00
 210413 Fica W/H Employer  March 15th Payroll                   378.00
 210414 Futa              March 15th Payroll                   105.00
 210415 Suta              March 15th Payroll                    50.00
 11022  Payroll Account   March 15th Payroll                  3789.00

 Total Debits :     5230.00    | Total Credits :   5230.00
```
F1-Help F2-Difference F6-Delete tran F9-Auto entry F10-Process ALT D-Delete line

We recommend the use of Dac-Easy Payroll as it will save you a great deal of both time and money.

CLOSING OUT THE YEAR

Every year before the annual shareholders meeting the board of directors decide what to do with the past year's profits. Regardless of whether profits are retained or distributed, you will need to transfer the amount to retained earnings as follows:

```
+----------------------------------------------------------------------+
|                  GENERAL LEDGER TRANSACTION ENTRY                    |
|  Journal.. :GJ            Transaction #..:0010        Date..:01/02/87 |
+----------------------------------------------------------------------+
|  Acct.#   Account Name          Description          Debit    Credit  |
+----------------------------------------------------------------------+
|  33      Current Earnings   Transfer to Retain Earn.  17000.00        |
|  3286    1986 Profit/(Loss) Transfer to Retain Earn.            17000.00 |
|                                                                      |
|                                                                      |
|                                                                      |
|                                                                      |
|                                                                      |
|                                                                      |
+----------------------------------------------------------------------+
|  Total Debits :    17000.00   |  Total Credits :    17000.00        |
+----------------------------------------------------------------------+
```

F1-Help F2-Difference F6-Delete tran F9-Auto entry F10-Process ALT D-Delete line

PAYING DIVIDENDS

When a board of directors decides to pay dividends, the required transaction would be to set up the liability you need to debit Retained Earnings and credit Dividends To Pay. After the checks are issued, debit Dividends to Pay and credit the Bank. You can control these transactions through the Accounts Payable menu by setting up the owners as vendors under the heading OWNER. Enter each owner as an invoice, the amount to be paid as a dividend, and after checks are issued, record them as payments. See the following:

```
                     ACCOUNTS PAYABLE TRANSACTION ENTRY
 Trans. #   : 0001                    Reference/Check #   : 1986
 Vendor Code: J001                    Transaction Date    : 01/02/87
 Vendor Name: John Stockholder        Due Date            : 03/31/87
 Trans. Code: I                       Discount Date       : 01/02/87
 Invoice #  : DIVIDEND                Discount Available  :        0.00
─────────────────────────────────────────────────────────────────────
 Acct.#   Account Name          Description         Debit      Credit
─────────────────────────────────────────────────────────────────────
 2101   Accts Payable-Module  Transfer Dividend to Pay           1000.00
 3286   1986 Profit/(Loss)    Transfer Dividend to Pay  1000.00




─────────────────────────────────────────────────────────────────────
 Total Debits :    1000.00    │  Total Credits :    1000.00
```

F1-Help F6-Delete tran F9-Auto entry F10-Process ALT D-Delete line

APPLYING RETAINED EARNINGS TO INCREASE CAPITAL

If a part of the profits are retained to facilitate company growth, the transaction would be a debit to Retained Earnings and a credit to Common Stock.

```
┌─────────────────────────────────────────────────────────────────────┐
│                  GENERAL LEDGER TRANSACTION ENTRY                     │
│  Journal.. :GJ           Transaction #..:0010         Date..:01/02/87 │
├─────────────────────────────────────────────────────────────────────┤
│  Acct.#   Account Name        Description         Debit      Credit   │
│                                                                       │
│  3284   1984 Profit/(Loss)  Increase Preferred Stock   2000.00        │
│  3285   1985 Profit/(Loss)  Increase Preferred Stock   3000.00        │
│  31011  Par Value           Increase Preferred Stock            4000.00│
│  31012  Surplus             Increase Preferred Stock            1000.00│
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
├─────────────────────────────────────────────────────────────────────┤
│  Total Debits :    5000.00   │  Total Credits :    5000.00            │
└─────────────────────────────────────────────────────────────────────┘
```

F1-Help F2-Difference F6-Delete tran F9-Auto entry F10-Process ALT D-Delete line

LONG TERM LOANS

If you acquire a loan with a term of over one year and you want to control the short term portion in the Accounts Payable system, debit the bank or asset account and credit Long Term Liabilities. For transfering to the Accounts Payable system monthly installments, see the following screen:

```
┌──────────────────────────────────────────────────────────────────────────┐
│                  GENERAL LEDGER TRANSACTION ENTRY                          │
│  Journal.. :GJ          Transaction #..:0010         Date..:03/05/87       │
├──────────────────────────────────────────────────────────────────────────┤
│  Acct.#    Account Name        Description          Debit       Credit     │
├──────────────────────────────────────────────────────────────────────────┤
│  11023   Savings Account    Deposit Long Term Loan  100000.00             │
│  2202    Notes Payable      Deposit Long Term Loan             100000.00   │
│                                                                            │
│                                                                            │
│                                                                            │
│                                                                            │
│                                                                            │
├──────────────────────────────────────────────────────────────────────────┤
│  Total Debits :    100000.00   │  Total Credits :    100000.00            │
└──────────────────────────────────────────────────────────────────────────┘
```
F1-Help F2-Difference F6-Delete tran F9-Auto entry F10-Process ALT D-Delete line

```
┌──────────────────────────────────────────────────────────────────────────┐
│                  ACCOUNTS PAYABLE TRANSACTION ENTRY                        │
│  Trans. #   : 0001                Reference/Check #  : NOTE12              │
│  Vendor Code: B001                Transaction Date   : 03/05/87           │
│  Vendor Name: Town North National Bank    Due Date   : 04/05/87           │
│  Trans. Code: I                   Discount Date      : 03/05/87           │
│  Invoice #  : LOAN                Discount Available  :      0.00          │
├──────────────────────────────────────────────────────────────────────────┤
│  Acct.#    Account Name        Description          Debit       Credit     │
├──────────────────────────────────────────────────────────────────────────┤
│  2101   Accts Payable-Module Transfer Next Month Pay            2000.00    │
│  2203   Current L/Term Liab. Transfer to Short Term  2000.00              │
│                                                                            │
│                                                                            │
│                                                                            │
│                                                                            │
├──────────────────────────────────────────────────────────────────────────┤
│  Total Debits :    2000.00     │  Total Credits :    2000.00              │
└──────────────────────────────────────────────────────────────────────────┘
```
F1-Help F6-Delete tran F9-Auto entry F10-Process ALT D-Delete line

PRINTING GENERAL LEDGER JOURNALS

In option 2 of the General Ledger menu, you have the flexibility to print any journals created in the general ledger as well as those summary journals which were created in the Billing (BI), Accounts Receivable (AR), Accounts Payable (AP), Purchase Order (PO), and Inventory (IN). But for those transactions created within the general ledger, the print journal routine not only provides the necessary audit trail but allows for accuracy review. Print this journal at any time. The general ledger transaction file is not erased until the end of month process is run (closing the month). You can print a single journal or all of the journals as shown below:

```
┌─────────────────────────────────────────────────────────────────────┐
│ 03/05/87                    G/L JOURNAL REPORT                    LHP │
│ 08:00 PM                    Your Company's Name                       │
╞═══════════════════════════════════════════════════════════════════════╡
│                                                                       │
│                                                                       │
│                         PRINT G/L JOURNALS                            │
│                                                                       │
│              Print Journal Code From :                                │
│                                  To  :                                │
│              Transaction Date    From :    /  /                       │
│                                  To  :    /  /                        │
│                                                                       │
│              Initial Page Number      :                               │
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
└─────────────────────────────────────────────────────────────────────┘
```

F1-Help   ESC-Exit

You also have the choice to select a range of dates. This allows you to review just one day's transactions.

Date : 03/08/87   Your Company's Name   Page no. 1
Time : 07:33 PM   4801 Spring Valley Road Building 110-B
          Dallas, TX 75244 Phone (214) 458-0038

General Ledger Journal Report

Journal Trans.#	Date	Acct. #	Account Name	Description	Debits	Credits	Posted?
AP 0308	03/08/87	2203	Current L/Term Liab.	Summary From AP Post	1500.00		YES
		52021	Autos & Trucks	Summary From AP Post	187.00		YES
		52022	Furniture & Fixtures	Summary From AP Post	875.00		YES
		52023	Office Equipment	Summary From AP Post	862.00		YES
		52025	Building	Summary From AP Post	775.00		YES
		52051	Autos & Trucks	Summary From AP Post	75.00		YES
		52074	Entertainment	Summary From AP Post	48.00		YES
		52081	Freight	Summary From AP Post	15.00		YES
		52082	Insurance	Summary From AP Post	45.00		YES
		52083	Packaging	Summary From AP Post	115.00		YES
		5211	Office Supplies	Summary From AP Post	315.00		YES
		5212	Telephone & Telegrph	Summary From AP Post	875.00		YES
		5213	Mail/Postage	Summary From AP Post	143.00		YES
		2101	Accts Payable-Module	Summary From AP Post		5830.00	YES
				TOTAL TRANSACTION :	5830.00	5830.00	
AP 0315	03/15/87	52191	Broadcast Advert.	Summary From AP Post	5735.00		NO
		52201	Catalogues	Summary From AP Post	3578.00		NO
		52202	Brochures	Summary From AP Post	3548.00		NO
		2101	Accts Payable-Module	Summary From AP Post		12861.00	NO
				TOTAL TRANSACTION :	12861.00	12861.00	
AR 0308	03/08/87	11051	Accts Rec'ble Module	Summary From AR Post	10261.75		NO
		21042	Sales Tax Payable	Summary From AR Post		309.75	NO
		4101	Sales Dept. 01	Summary From AR Post		9025.00	NO
		4102	Sales Dept. 02	Summary From AR Post		927.00	NO
				TOTAL TRANSACTION :	10261.75	10261.75	
AR 0320	03/20/87	11021	Checking Account	Payments Summ.-AR Post	4466.00		NO
		11051	Accts Rec'ble Module	Payments Summ.-AR Post		4466.00	NO
				TOTAL TRANSACTION :	4466.00	4466.00	
PO 0308	03/08/87	11071	Inventory - Module	Purchase Order Summary	28478.50		NO
		2101	Accts Payable-Module	Purchase Order Summary		28478.50	NO
				TOTAL TRANSACTION :	28478.50	28478.50	
				TOTAL TRANSACTION :	61897.25	61897.25	

OF ENTRIES PRINTED : 26

Notice that some transactions say YES and some NO under the "posted" column. As we will explain in more detail later, you do not have to post the transactions entered in the general ledger module on an every day basis. Therefore, it is important that you know which transactions have already affected balances (those that have been posted) and which have not yet affected these balances.

PRINTING THE ACCOUNT ACTIVITY DETAIL REPORT

This is one of the most valuable reports in any accounting system. It will detail each account's transactions during the month showing the beginning balance, each debit and/or credit, and the current balance. You have the option to print this report for one account, a range of accounts, or all accounts. You can also print this report for a single day, a range of dates, or all days.

```
03/05/87                    G/L ACCOUNT ACTIVITY REPORT                   LHP
08:00 PM                        Your Company's Name



              PRINT ACCOUNT ACTIVITY REPORT

                  Print Account #  From  :
                                   To    :
                  Transaction Date From  :    /  /
                                   To    :    /  /

                  Initial Page Number    :
                  Print By Page (Y/N)?   : N




F1-Help   ESC-Exit
```

The management possibilities for this report are endless. Some of the more important of these are:

For use as a check register:
By printing the bank account, you will have the full detail from all checks (manual or computer) along with the total deposits to be used for check reconciliation each month.

Your Company's Name
4801 Spring Valley Road Building 110-B
Dallas, TX 75244   Phone (214) 458-0038

G/L Account Activity Detail Report
From : 03/01/87 To : 03/31/87

Journal Trans.#	Date	Acct. #	Account Name	Description	Debits	Credits	Posted?
		11021	Checking Account	BEGINNING BALANCE	93449.00		
AR 0320	03/20/87			Payments Summ.-AR Post	4466.00		NO
				CURRENT BALANCE	97915.00		
		11051	Accts Rec'ble Module	BEGINNING BALANCE	38610.00		
AR 0308	03/08/87			Summary From AR Post	10261.75		NO
AR 0320	03/20/87			Payments Summ.-AR Post		4466.00	NO
				CURRENT BALANCE	44405.75		
		11071	Inventory – Module	BEGINNING BALANCE	29140.00		
PO 0308	03/08/87			Purchase Order Summary	28478.50		NO
				CURRENT BALANCE	57618.50		
		2101	Accts Payable-Module	BEGINNING BALANCE		37750.00	
PO 0308	03/08/87			Purchase Order Summary		28478.50	YES
AP 0308	03/08/87			Summary From AP Post		5830.00	YES
AP 0315	03/15/87			Summary From AP Post		12861.00	YES
				CURRENT BALANCE		84919.50	
		21042	Sales Tax Payable	BEGINNING BALANCE		11390.00	
AR 0308	03/08/87			Summary From AR Post		309.75	NO
				CURRENT BALANCE		11699.75	
		2203	Current L/Term Liab.	BEGINNING BALANCE		0.00	
AP 0308	03/08/87			Summary From AP Post	1500.00		YES
				CURRENT BALANCE		-1500.00	
		4101	Sales Dept. 01	BEGINNING BALANCE		397999.00	
AR 0308	03/08/87			Summary From AR Post		9025.00	NO
				CURRENT BALANCE		407024.00	
		4102	Sales Dept. 02	BEGINNING BALANCE		311614.00	
AR 0308	03/08/87			Summary From AR Post		927.00	NO
				CURRENT BALANCE		312541.00	
		52021	Autos & Trucks	BEGINNING BALANCE	5903.00		
AP 0308	03/08/87			Summary From AP Post	187.00		YES
				CURRENT BALANCE	6090.00		
		52022	Furniture & Fixtures	BEGINNING BALANCE	3267.00		
AP 0308	03/08/87			Summary From AP Post	875.00		YES
				CURRENT BALANCE	4142.00		
		52023	Office Equipment	BEGINNING BALANCE	1061.00		
AP 0308	03/08/87			Summary From AP Post	862.00		YES
				CURRENT BALANCE	1923.00		
		52025	Building	BEGINNING BALANCE	2930.00		
AP 0308	03/08/87			Summary From AP Post	775.00		YES
				CURRENT BALANCE	3705.00		
		52051	Autos & Trucks	BEGINNING BALANCE	0.00		
AP 0308	03/08/87			Summary From AP Post	75.00		YES

Your Company's Name
4801 Spring Valley Road Building 110-B
Dallas, TX 75244   Phone (214) 458-0038

G/L Account Activity Detail Report
From : 03/01/87 To : 03/31/87

Journal Trans.#	Date	Acct. #	Account Name	Description	Debits	Credits	Posted?
				CURRENT BALANCE	75.00		
		52074	Entertainment	BEGINNING BALANCE	5657.00		
AP 0308	03/08/87			Summary From AP Post	48.00		YES
				CURRENT BALANCE	5705.00		
		52081	Freight	BEGINNING BALANCE	8177.00		
AP 0308	03/08/87			Summary From AP Post	15.00		YES
				CURRENT BALANCE	8192.00		
		52082	Insurance	BEGINNING BALANCE	4678.00		
AP 0308	03/08/87			Summary From AP Post	45.00		YES
				CURRENT BALANCE	4723.00		
		52083	Packaging	BEGINNING BALANCE	4365.00		
AP 0308	03/08/87			Summary From AP Post	115.00		YES
				CURRENT BALANCE	4480.00		
		5211	Office Supplies	BEGINNING BALANCE	8061.00		
AP 0308	03/08/87			Summary From AP Post	315.00		YES
				CURRENT BALANCE	8376.00		
		5212	Telephone & Telegrph	BEGINNING BALANCE	13698.00		
AP 0308	03/08/87			Summary From AP Post	875.00		YES
				CURRENT BALANCE	14573.00		
		5213	Mail/Postage	BEGINNING BALANCE	3826.00		
AP 0308	03/08/87			Summary From AP Post	143.00		YES
				CURRENT BALANCE	3969.00		
		52191	Broadcast Advert.	BEGINNING BALANCE	14923.00		
AP 0315	03/15/87			Summary From AP Post	5735.00		NO
				CURRENT BALANCE	20658.00		
		52201	Catalogues	BEGINNING BALANCE	3741.00		
AP 0315	03/15/87			Summary From AP Post	3578.00		NO
				CURRENT BALANCE	7319.00		
		52202	Brochures	BEGINNING BALANCE	2670.00		
AP 0315	03/15/87			Summary From AP Post	3548.00		NO
				CURRENT BALANCE	6218.00		
				TOTAL TRANSACTION :	61897.25	61897.25	

OF ENTRIES PRINTED : 26

For auditing purposes:

You can print the activity of any account for auditing purposes with the added benefit of printing a single account on each page for filing and reporting purposes. You can go back through the needed months and just print the one page on this one account for a perfect auditing report.

For an activity analysis tool:

You can print the activity for a specific date or range of dates and find out which accounts have had the most activity and which amounts are the most likely to be reviewed.

GENERAL LEDGER TRANSACTION PROCESSING

All modules which interface with the general ledger are probably already updated because we maintain the integrity in each module. Yet the general ledger could very well not be updated. Why? Before the introduction of Dac-Easy Accounting 2.0 accounting systems fell into one of two categories: batch accounting or on-line accounting. Each of these systems have their advantages and disadvantages but to give you a clear understanding of the power and flexibility of the new 2.0 accounting version we will take a moment to explain each.

BATCH SYSTEM

The advantage of this system is that it allows full verification of the information before sending the data throughout the other systems. Error detection and correction are easier because of a better audit trail. A major disadvantage is that time sensitive information (pertaining to customers, vendors, inventory, etc.) is only updated periodically, instead of at the time of the transaction. This can cause lost sales and overextension of credit. Some batch systems like Dac-Easy Accounting Version 1.0 could get around some of the disadvantage by posting once a day instead of once a month but, still, the "on the spot" update was missing.

ON-LINE SYSTEM

The advantage of this system is that the information is kept up to the minute. A disadvantage is that errors created in data entry are immediately spread throughout the accounting process. Another big disadvantage is that in most module by module designs this process of immediate updating slows down data entry to a crawl.

WITH THE INTRODUCTION OF DAC-EASY ACCOUNTING VERSION 2.0 WE TOOK THE BEST OF BOTH SYSTEMS AND COMBINED THEM IN ONE!

Dac-Easy looks and operates like an on-line system in the routines such as Purchase Order, Invoicing, Merchandise Received, Merchandise Returned, Payments, etc. This gives you up to the minute accuracy in those critical fields without the disadvantage of slow operations. Dac-Easy updates these fields without any hesitation, you will never realize you are in an On-Line system. But Dac-Easy 2.0 is still a Batch System which provides audit trails in every one of the routines allowing daily or monthly postings. In the general ledger we stick with the Batch concept but allow up-to-the-minute balance information with the Account Activity Detail Report.

MAINTAIN MORE THAN ONE OPEN PERIOD

Dac-Easy provides another important feature that every business needs; the ability to keep a month open while beginning the daily activities of the next month. With Dac-Easy, you can begin a new month and prepare invoices, make payments, collect money, purchase inventory, etc. without having closed the previous month and without fear of mixing the data. The only area where you can make entries without posting them is in the general ledger but all important daily activities are available. Once all of the previous months general ledger transactions have been entered, audited, corrected, posted, and financial statements have been printed, you are ready to close the month and post to the general ledger for the new month.

PENCIL AND PEN FEATURE

Unlike many accounting systems which require you to correct general ledger mistakes by using reverse entry, Dac-Easy gives you another choice. Before you post, but after you have already entered the transaction and saved it, you can still recall that transaction and erase (like with a pencil) the data in error. Once you have posted the data becomes permanent (like with a pen) and you have to use traditional methods of correction.

If you wish to correct a transaction entered in the current month, after recalling the transaction, you may make additional entries with negative values to offset any previous errors. When posted, this transaction will adjust all account balances with the corrections and still maintain a clear audit trail.

```
                      GENERAL LEDGER TRANSACTION ENTRY
   Journal.. :GJ              Transaction #..:0010              Date..:03/05/87

   Acct.#    Account Name           Description          Debit        Credit

   11023  Savings Account    Deposit Long Term Loan    100000.00
   2202   Notes Payable      Deposit Long Term Loan                  100000.00
   11023  Savings Account    Canceling Above Trans.   -100000.00
   2202   Notes Payable      Canceling Above Trans.                 -100000.00

   Total Debits :      0.00   | Total Credits :       0.00
  F1-Help F2-Difference F6-Delete tran F9-Auto entry F10-Process ALT D-Delete line
```

If the transaction has already been removed from the file through the End Period
Routines (that routine will be explained in the next chapter), you will have to enter the
same transaction with negative amounts and in the description include the reference to
the original transaction to make an easier audit trail. The next screen demonstrates
this procedure:

```
==================================================================================
                         GENERAL LEDGER TRANSACTION ENTRY
     Journal.. :GJ              Transaction #..:0001            Date..:04/01/87
----------------------------------------------------------------------------------
     Acct.#    Account Name          Description          Debit        Credit
----------------------------------------------------------------------------------
     11023   Savings Account     Rev.Entry previous month  -100000.00
     2202    Notes Payable       Rev.Entry previous month               -100000.00




                                    



----------------------------------------------------------------------------------
     Total Debits :  -100000.00     | Total Credits :  -100000.00
==================================================================================
F1-Help F2-Difference F6-Delete tran F9-Auto entry F10-Process ALT D-Delete line
```

GENERAL LEDGER POSTING

Enter option 4 in the General Ledger menu and the screen will display:

```
03/05/87                    DAC EASY Accounting 2.0                    LHP
08:11 PM                      Your Company's Name


        WARNING: Before you run this routine be sure you have
                 backed up your files to prevent loss due to
                 any power or hardware failure



        Posting date : 03/05/87
        Do you want to continue (Y/N)? Y
        Month To be Posted (1 - 12)    3
```

F1-Help F3-File Utilities ESC-Exit

Make sure you have a back-up of your files to protect your data in the case of a power or hardware failure. You might find it easier to use the Backup utility found in Dac-Easy Mate so you don't have to exit Dac-Easy Accounting to back up your files. The system will ask you for the month you want to post. Enter a numerical code for the month (1=January, 2=February, 11=November, etc.). Only transactions for the month selected will be posted. This way you can have new transactions and post only the closing transactions of the previous month.

Any problems or errors encountered during the posting process will be printed for your review and correction.

Chapter 5
MANAGING
WITH DAC-EASY ACCOUNTING

Dac-Easy Accounting is designed to help you improve the control of information, the speed at which daily tasks are accomplished, and the accuracy of that information. But the difference between Dac-Easy Accounting 2.0 and all the others is not only in the way we accomplish these goals. The ability to better manage your business is also of vital interest to us. That's why we have spent as much time designing the management power as we have the accounting power. In this chapter we will explain the reason for many of the reports that are available in Dac-Easy. With this backdrop you will unlock the many secrets of Dac-Easy Accounting.

JOURNALS

In the previous chapter, we explained in detail the audit trail capabilities of the many different journals available in Dac-Easy. Once you realize the rich information available in these reports, you will begin managing with what was once considered accounting reports.

PURCHASE JOURNALS

The management benefits from this journal come in several parts. The first part is the detailed information which contains what items you received today. This information will allow you to manage better by: 1) reviewing the vendors which seem to pop up a lot for returned merchandise (maybe you need to have a talk with them); 2) evaluating the vendor's delivery performance when reviewed with copies of the purchase order; 3) keeping an eye on the totals each day that reflect growth in your liabilities. The following sample displays the detail section:

PURCHASE JOURNAL REPORT

Type	Vend. Dept.	PO. Number	Vendor Code	Name	Date	Gross	Tax	Total
PURCHASE		00005	M002	Kelly Services	03/19/87	1000.00	0.00	1000.00
				Purchase Total :		1000.00	0.00	1000.00
				Department Total :		1000.00	0.00	1000.00
PURCHASE	01	00003	C001	Carrasc Tilt Inc.	03/19/87	1580.00	0.00	1580.00
PURCHASE	01	00004	M001	Martin M. Inc	03/19/87	3392.00	0.00	3392.00
PURCHASE	01	00007	C001	Carrasc Tilt Inc.	03/19/87	670.00	0.00	670.00
				Purchase Total :		5642.00	0.00	5642.00
				Department Total :		5642.00	0.00	5642.00
PURCHASE	02	00006	R001	Rizzutti Agency	03/19/87	5000.00	0.00	5000.00
				Purchase Total :		5000.00	0.00	5000.00
				Department Total :		5000.00	0.00	5000.00
				Grand Totals :		11642.00	0.00	11642.00

The most valuable part of this report lies in the mix between the detail and summary information. With this section of the report you can: 1) track individual products received (this can be of great use in informing salespeople immediately that stock has arrived); 2) stay up-to-date on the most current costs of a product because this report gives you the last price paid and the new price with a % variance. Those unnoticed price increases are very common yet seldom caught until stock has already been sold at the old prices.

The summary report on the following page is great for the accountant. It provides proof that the accounting transactions created in the P.O. menu posting process are accurate. Given are the values for the debit to the Purchase Tax account (Tax column total) and the credit for the Accounts Payable account (Total Column total). Also given are all debits in those transactions with all products subtotaled which will create the debit to the Inventory account. Each of the P.O. codes represent a debit providing a complete audit trail to the general ledger transactions.

PURCHASE JOURNAL REPORT
SUMMARY BY INVENTORY AND CODE

Dept.	Type	Item/Acct #	Description	Units	Amount	Avg./Unit	Last P.Price	% Variance
	CODE	520118	Contract Labor		1000.00			
	CODE	5302	Interest For 12 months at 12 % APR		192.00			
	CODE	12021	2 Black Leather Chairs		3200.00			
	CODE	52192	Advertising Print		5000.00			
	CODE	52081	Freight		30.00			
			Code total :		10722.00			
			Department Total :		10722.00			
	PRODUCT	1001	Widgets Model 1001	25.000	1300.00	52.00	50.00	0.04
	PRODUCT	1002	Item Model 1002	10.000	250.00	25.00	25.00	0.00
	PRODUCT	1003	Widgets Model 3	50.000	625.00	12.50	12.50	0.00
	PRODUCT	1004	Widgets Model 4	10.000	45.00	4.50	5.00	-0.10
			Product total :		920.00			
			Department Total :		920.00			
			Grand Totals :		11642.00			

SALES JOURNALS

The sales journal can be a powerful management tool to serve both the manager and the accountant in the following ways:

The first part of the sales journal provides you with the units and dollars sold during the day. In addition, you can also tell how much money was given back in returns or credit memos. Both are important but watching returns can keep you out of trouble. Return products are very expensive in terms of time, money and future sales. Not only do you decrease your sales, but you lose the expenses to make that first sale, the salesperson loses their commission, it costs money to process the product back into inventory, and your customer is obviously not happy. This creates problems which suggest that having this daily report is good management. If you keep a copy of the customer directory nearby (we will explain how to print it later), then you will be able to immediately know the salesperson on this account as well as the customer's phone number. If you take quick action you might save the sale, but at the very least you will have impressed your customer with the concern of a phone call. After a few visits with your salespeople and your customers, you will certainly find some ways to improve your operations.

Other sales uses are just as valuable. Besides the day-by-day summary of sales, you can also review just who is buying your products and how much. Average dollars per sale is also calculated so you can begin to form a trend from which to evaluate sales performance. If you are using the system as a point-of-sale system, you also have current information as to how much cash was received - giving you the ability to quickly perform cash drawer audits. This journal not only tells you what money of yours is in your customer's bank (your receivables), but also what money of yours is in your bank (cash received each day). Review the information in the following sales journal:

SALES JOURNAL REPORT

Type	Cust. Dept.	Inv/Ret Number	Customer Code	Name	Date	Gross	Tax	Total	Amount Pd	Net To Paid
INVOICE	01	00001	C001	Crystal Palace, Inc.	03/20/87	1050.00	72.50	1122.50	0.00	1122.50
INVOICE	01	00003	A001	Armand Hart, Inc.	03/20/87	20000.00	1450.00	21450.00	21450.00	0.00
				Invoice Total :		21050.00	1522.50	22572.50	21450.00	1122.50
				Department Total :		21050.00	1522.50	22572.50	21450.00	1122.50
INVOICE	02	00002	J001	La Jolla Health Club	03/20/87	3120.00	0.00	3120.00	0.00	3120.00
				Invoice Total :		3120.00	0.00	3120.00	0.00	3120.00
RETURN	02	00001	J001	La Jolla Health Club	03/20/87	200.00	0.00	200.00	0.00	200.00
				Invoice Return Total :		200.00	0.00	200.00	0.00	200.00
				Department Total :		3320.00	0.00	3320.00	0.00	3320.00
				Grand Totals :		24370.00	1522.50	25892.50	21450.00	4442.50

SALES JOURNAL REPORT
SUMMARY BY INVENTORY AND CODE

Dept.	Type	Item/Acct #	Description	Units	Amount	Avg./Unit	Sale Price	% Variance
	CODE	4302	Freight		50.00			
			Code total :		20250.00			
			Department Total :		20250.00			
	PRODUCT	1001	Widget Model 1001	202.000	20200.00	100.00	100.00	0.00
			Product total :		1000.00			
			Department Total :		1000.00			
01	PRODUCT	1002	Item Model 1002	20.000	1000.00	50.00	.50.00	0.00
			Product total :		3120.00			
			Department Total :		3120.00			
02	SERVICE	2001	Consulting	24.000	3120.00	130.00	100.00	0.30
			Service Total :		0.00			
			Department Total :		0.00			
			Grand Totals :		24370.00			

The second part of this report (previous page) provides a summary of all products, services and miscellaneous codes sold during the day - quickly telling you which products are performing best, what their average selling price is, and comparing this price against the list price which will show the discounts. To make things even better, subtotals are given per department or product line for an on-the-spot perspective of sales.

Naturally, this is also a superb accounting report giving full audit trails. Details of the total amount collected during the day plus cash receipts will give you the amount to be deposited in the bank. The total of the TAX column also shows the credit to the Sales Tax account, the NET TO PAY column gives you the debit to the Accounts Receivable account, and the AMOUNT PAID column gives you the debit to the bank backed up by the deposit slip. The second part of the report also provides the credit to the sales account and credit per each one of the miscellaneous codes. We recommend you file a copy of the invoices and sales returns with the sales journal for easy and complete reviews.

ACCOUNTS RECEIVABLE JOURNAL

This journal which is printed in routine 4, option 1 of the Accounts Receivable Menu normally refers to those miscellaneous debits and credits such as adjustments, cancelling interest charges, etc. If you do all of your selling through the Billing routine, this journal will be used very seldomly. However, if you do your billing through a system other than Dac-Easy, this report will be as valuable as the Sales Journal explained previously because you will need to enter the accounts receivable and sales transactions in routine 1 in the Accounts Receivable menu.

This report is more of a traditional accounting report. If you give descriptions in the transactions, then this audit trail will be easier to read. The summary of this report is also used to tie to the summary transactions in the general ledger so you can receive a financial-marketing report with the total sales, corrections, taxes, etc.

The journal on the next page shows the most common miscellaneous transactions.

Accounts Receivable Journal

Tran No.	Custom. Code	Customer name	Invoice#	Date	Ref. # Chk. #	Due Date	Discount Date	Discount Available	Trans. Type	Debit	Credit
0001	A001	Armand Hart, Inc.	00025	03/08/87	1233	04/07/87	03/18/87		INVOICE		
	11051	Accts Rec'ble Module			Today's Purchase					1608.75	
	21042	Sales Tax Payable			Today's Purchase						108.75
	4101	Sales Dept. 01			Today's Purchase						1500.00
								Totals:	TRANSACTION 3	1608.75	1608.75
0002	A002	Arnold's Inc.	0036	03/08/87	65	04/07/87	03/18/87		INVOICE		
	11051	Accts Rec'ble Module			Adjustment					1000.00	
	4101	Sales Dept. 01			Adjustment						1000.00
								Totals:	TRANSACTION 2	1000.00	1000.00
0003	A002	Arnold's Inc.	00036	03/08/87	Credit	04/07/87	03/18/87		CREDIT		
	11051	Accts Rec'ble Module			Credit Adjustment						25.00
	4101	Sales Dept. 01			Credit Adjustment					25.00	
								Totals:	TRANSACTION 2	25.00	25.00
0004	A002	Arnold's Inc.	00045	03/01/87	654	03/31/87	03/11/87		INVOICE		
	11051	Accts Rec'ble Module			Today's Purchase					1466.00	
	21042	Sales Tax Payable			Today's Purchase						141.00
	4101	Sales Dept. 01			Today's Purchase						1325.00
								Totals:	TRANSACTION 3	1466.00	1466.00
0005	C001	Crystal Palace, Inc.	00037	12/25/86	Sales	01/24/87	01/04/87		INVOICE		
	11051	Accts Rec'ble Module			Purchase					3500.00	
	4101	Sales Dept. 01			Purchase						3500.00
								Totals:	TRANSACTION 2	3500.00	3500.00
0006	C001	Crystal Palace, Inc.	00042	01/08/87	Sales	02/07/87	01/18/87		INVOICE		
	11051	Accts Rec'ble Module			Sales					1725.00	
	4101	Sales Dept. 01			Sales						1725.00
								Totals:	TRANSACTION 2	1725.00	1725.00
0007	F001	Francis Limited	00043	03/08/87	Sales	04/07/87	03/18/87		INVOICE		
	11051	Accts Rec'ble Module			Today's Purchases					987.00	
	21042	Sales Tax Payable			Today's Purchases						60.00
	4102	Sales Dept. 02			Today's Purchases						927.00
								Totals:	TRANSACTION 3	987.00	987.00
								Grand Total :	TRANSACTIONS 17	10311.75	10311.75

GENERAL LEDGER TRANSFER SUMMARY

Acct #	Acct. name	Description	Debit	Credit
11051	Accts Rec'ble Module	Summary From AR Post	10261.75	
21042	Sales Tax Payable	Summary From AR Post		309.75
4101	Sales Dept. 01	Summary From AR Post		9025.00
4102	Sales Dept. 02	Summary From AR Post		927.00
		Summary Total :	10311.75	10311.75

CASH RECEIPTS JOURNAL

Cash management is an important part of what this journal can provide. Print this report through routine 4, option 2 in the Accounts Receivable menu. This journal basically tells you how much money you have received for the day and if your customers are taking advantage of your discounts. If you offer discounts you should watch closely to see who takes advantage of them as it will give an indication of your customer's financial health. This report will also help you analyze whether it is better to offer discounts for early payment or to finance a line of credit based on your receivables. This journal also provides an audit trail to verify your cash deposits. This report is printed by accounts (normally bank accounts) so that you can verify how much money has been deposited to each bank account. You will also have record of any adjustments made or advances paid. The following sample will show the G/L transactions cross-referenced with the subtotals and totals.

ACCOUNTS RECEIVABLE CASH RECEIPTS JOURNAL

Tran. No.	Acct #	Cust.	Customer Name	Invoice#	Date	Chk #	Type	Inv. Amount	Disc. Taken	Chk. Amount
0012	11021	C001	Crystal Palace, Inc.	00037	03/20/87	1022	PMT.	3000.00	0.00	3000.00
0013	11021	A002	Arnold's Inc.	0036	03/20/87	4321	PMT.	1000.00	0.00	1000.00
0014	11021	F001	Francis Limited	00043	03/20/87	2933	PMT.	987.00	0.00	987.00
0015	11021	F001	Francis Limited	00001	03/20/87	10323	PMT.	5000.00	0.00	5000.00
			Acct. Total:					9987.00	0.00	9987.00
			Grand Total: # of invoices 4					9987.00	0.00	9987.00

ACCOUNTS PAYABLE JOURNAL

This journal is the perfect complement to the Purchase Journal. Any vendor who is not controlled through the P.O. system has to be entered through the transaction entry routine in the Accounts Payable menu. This journal will keep track of these transactions. This report prints detailed information per transaction including due dates, the amount, any discounts available, etc. - giving you an advance look at the option to take early payment discounts.

For some types of transactions like petty cash, this report can provide you with the daily audit of the information. At the end of the report a summary of the accounts affected will be printed which will be the audit trail for the general ledger transaction generated when the posting process is run. This report will make quick work of an audit if necessary. The sample journal on the opposite page will help illustrate:

Accounts Payable Journal

Tran No.	Custom. Code	Vendor Name	Invoice#	Date	Ref. # Chk. #	Due Date	Discount Date	Discount Available	Trans. Type	Debit	Credit
0001	A001	Allstate Allowances, I	1223	02/08/87	747	03/10/87	02/18/87	38.48	INVOICE		
	2101	Accts Payable-Module			Today's Purchase						1924.00
	52021	Autos & Trucks			Today's Purchase					187.00	
	52022	Furniture & Fixtures			Today's Purchase					875.00	
	52023	Office Equipment			Today's Purchase					862.00	
							Totals:		TRANSACTION 4	1924.00	1924.00
0002	A001	Allstate Allowances, I	46643	02/27/87	676	03/29/87	03/09/87	15.50	INVOICE		
	2101	Accts Payable-Module			Building Maintenance						775.00
	52025	Building			Building Maintenance					775.00	
							Totals:		TRANSACTION 2	775.00	775.00
0003	B001	Town North National Ba	0387	03/01/87	trans	03/31/87	03/01/87	0.00	INVOICE		
	2101	Accts Payable-Module			This month payment						1500.00
	2203	Current L/Term Liab.			This month payment					1500.00	
							Totals:		TRANSACTION 2	1500.00	1500.00
0004	S001	Sandra Dair - Cashier	0308	03/08/87	Reimb.	03/08/87	03/08/87	0.00	INVOICE		
	2101	Accts Payable-Module			Petty Cash Reimbursement						756.00
	52051	Autos & Trucks			Petty Cash Reimbursement					75.00	
	52074	Entertainment			Petty Cash Reimbursement					48.00	
	52081	Freight			Petty Cash Reimbursement					15.00	
	52082	Insurance			Petty Cash Reimbursement					45.00	
	52083	Packaging			Petty Cash Reimbursement					115.00	
	5211	Office Supplies			Petty Cash Reimbursement					315.00	
	5213	Mail/Postage			Petty Cash Reimbursement					143.00	
							Totals:		TRANSACTION 8	756.00	756.00
0005	S002	Southwestern Bell Tele	0320	03/08/87	bill	03/20/87	03/08/87	0.00	INVOICE		
	2101	Accts Payable-Module			This month statement						875.00
	5212	Telephone & Telegrph			This month statement					875.00	
							Totals:		TRANSACTION 2	875.00	875.00
							Grand Total :		TRANSACTIONS 18	5830.00	5830.00

Date : 03/08/87
Time : 03:23 PM

Your Company's Name
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```
                  GENERAL LEDGER TRANSFER SUMMARY
  Acct #      Acct. name        Description          Debit        Credit
  ------      ----------        -----------          -----        ------

  2101    Accts Payable-Module Summary From AP Post                5830.00
  2203    Current L/Term Liab. Summary From AP Post   1500.00
  52021   Autos & Trucks       Summary From AP Post    187.00
  52022   Furniture & Fixtures Summary From AP Post    875.00
  52023   Office Equipment     Summary From AP Post    862.00
  52025   Building             Summary From AP Post    775.00
  52051   Autos & Trucks       Summary From AP Post     75.00
  52074   Entertainment        Summary From AP Post     48.00
  52081   Freight              Summary From AP Post     15.00
  52082   Insurance            Summary From AP Post     45.00
  52083   Packaging            Summary From AP Post    115.00
  5211    Office Supplies      Summary From AP Post    315.00
  5212    Telephone & Telegrph Summary From AP Post    875.00
  5213    Mail/Postage         Summary From AP Post    143.00
```

CHECKS TO PRINT JOURNAL

Dac-Easy Accounting gives you the opportunity to quickly review and edit the checks to print before committing the figures to a pre-printed check. This allows you to reduce a payment or payments if your bank balance requires it. This avoids the old habit of printing the checks but holding them until money is in the bank (which perpetuates late payments because they are lost or forgotten). You also have the option to reprint a check if needed. The following examples show a Checks to Print journal and a sample pre-printed check available from Dac Software.

Your Company's Name
4801 Spring Valley Road Building 110-B
Dallas, TX 75244   Phone (214) 458-0038

ACCOUNTS PAYABLE CHECKS TO PRINT JOURNAL

Tran. No.	Vendor	Vendor Name	Invoice#	Inv. Amount	Disc. Taken	Amt. to Pay
0004	C001	Carrasc Tilt Inc.	8483	3506.44	71.56	3434.88
0004	C001	Carrasc Tilt Inc.	85858	3477.04	70.96	3406.08
0005	A001	Allstate Allowances, Inc	1223	1924.00	0.00	1924.00
	Check Total:	# of invoices	3	8907.48	142.52	8764.96
	Grand Total:	# of invoices	3	8907.48	142.52	8764.96

dac software, inc. 4801 Spring Valley Rd . Building 110 B, Dallas, Texas 75244 (214) 458-0038   0018592

INVOICE NO.	AMOUNT	DISCOUNT	NET AMT.
8483	3506.44	71.56	3434.88
85858	3477.04	70.96	3406.08

DATE
03/30/87

CHECK NUMBER
000002

dac software, inc.

4801 Spring Valley Rd.,
Building 110 B,
Dallas, Texas 75244
(214) 458-0038

Town North
National Bank
4455 LBJ • 4801 SPRING VALLEY
P O Box 814810 • FARMERS BRANCH TEXAS 75381-4810

88-450/1119

0018592

CHECK NO.

000002

** SIX THOUSAND EIGHT HUNDRED FORTY DOLLARS AND 96 Cents **

DATE	AMOUNT
03/30/87	*****6840.96

PAY
TO THE
ORDER
OF

Carrasc Tilt Inc.
6747 Preston Road
Dallas, TX 75234-0010

PAYMENTS AND ADJUSTMENTS JOURNAL

This third option (routine 4 in the Accounts Payable menu) is the perfect tool for reviewing checks printed by the computer, handwritten checks, electronic transfers, automatic charges to your bank account, etc. This report details to whom and how much you are paying each day, the impact of these payments on your cash position, and the impact of taking discounts offered.

This journal also provides internal control for all checks processed including voided checks. This way you can review payments even if someone else in your organization has check signing responsibility. All check numbers must be accounted for (including voided checks) and this is why the report is printed in check number order. A sample of this journal follows and you can see that you have subtotals per checking accounts or adjustment accounts. Not only can this be used for check reconciliation but for comparison to the general ledger transactions for verification.

ACCOUNTS PAYABLE PAYMENTS JOURNAL

Tran. No.	Acct #	Vendor	Vendor Name	Invoice#	Date	Chk #	Type	Inv. Amount	Disc. Taken	Chk. Amount
0004	11021	C001	Carrasc Tilt Inc.	8483	03/18/87	000003	CHECK	3506.44	71.56	3434.88
0004	11021	C001	Carrasc Tilt Inc.	85858	03/18/87	000003	CHECK	3477.04	70.96	3406.08
			Check Total: # of invoices 2					6983.48	142.52	6840.96
0005	11021	A001	Allstate Allowances, Inc	1223	03/18/87	000002	CHECK	1924.00	0.00	1924.00
			Check Total: # of invoices 1					1924.00	0.00	1924.00
0006	11021		****** V O I D ******	VOID	03/30/87	000001	VOID	0.00	0.00	0.00
			Check Total: # of invoices 1					0.00	0.00	0.00
			Acct. Total:					8907.48	142.52	8764.96
			Grand Total: # of invoices 4					8907.48	142.52	8764.96

GENERAL LEDGER JOURNALS AND ACTIVITY DETAIL REPORTS

All of the previous journals support the transactions sent to the general ledger and in doing so satisfy accounting and auditing rules. However, it is also important to support every transaction which is reflected in the general ledger accounts. The General Ledger journal gives you this information transaction-by-transaction for a given period. With the Activity Detail Report, you can sort the same information by account. Both provide the perfect audit trail as well as up-to-date account balance information. The following examples show both reports for one day's transactions only:

General Ledger Journal Report

Journal Trans.#	Date	Acct. #	Account Name	Description	Debits	Credits	Posted?
AP 0308	03/08/87	2203	Current L/Term Liab.	Summary From AP Post	1500.00		YES
		52021	Autos & Trucks	Summary From AP Post	187.00		YES
		52022	Furniture & Fixtures	Summary From AP Post	875.00		YES
		52023	Office Equipment	Summary From AP Post	862.00		YES
		52025	Building	Summary From AP Post	775.00		YES
		52051	Autos & Trucks	Summary From AP Post	75.00		YES
		52074	Entertainment	Summary From AP Post	48.00		YES
		52081	Freight	Summary From AP Post	15.00		YES
		52082	Insurance	Summary From AP Post	45.00		YES
		52083	Packaging	Summary From AP Post	115.00		YES
		5211	Office Supplies	Summary From AP Post	315.00		YES
		5212	Telephone & Telegrph	Summary From AP Post	875.00		YES
		5213	Mail/Postage	Summary From AP Post	143.00		YES
		2101	Accts Payable-Module	Summary From AP Post		5830.00	YES
				TOTAL TRANSACTION :	5830.00	5830.00	
AP 0315	03/15/87	52191	Broadcast Advert.	Summary From AP Post	5735.00		NO
		52201	Catalogues	Summary From AP Post	3578.00		NO
		52202	Brochures	Summary From AP Post	3548.00		NO
		2101	Accts Payable-Module	Summary From AP Post		12861.00	NO
				TOTAL TRANSACTION :	12861.00	12861.00	
AR 0308	03/08/87	11051	Accts Rec'ble Module	Summary From AR Post	10261.75		NO
		21042	Sales Tax Payable	Summary From AR Post		309.75	NO
		4101	Sales Dept. 01	Summary From AR Post		9025.00	NO
		4102	Sales Dept. 02	Summary From AR Post		927.00	NO
				TOTAL TRANSACTION :	10261.75	10261.75	
AR 0320	03/20/87	11021	Checking Account	Payments Summ.-AR Post	4466.00		NO
		11051	Accts Rec'ble Module	Payments Summ.-AR Post		4466.00	NO
				TOTAL TRANSACTION :	4466.00	4466.00	
PO 0308	03/08/87	11071	Inventory - Module	Purchase Order Summary	28478.50		NO
		2101	Accts Payable-Module	Purchase Order Summary		28478.50	NO
				TOTAL TRANSACTION :	28478.50	28478.50	
				TOTAL TRANSACTION :	61897.25	61897.25	

OF ENTRIES PRINTED : 26

Date : 03/31/87
Time : 01:03 PM

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G/L Account Activity Detail Report
From : 03/01/87 To : 03/31/87

Journal Trans.#	Date	Acct. #	Account Name	Description	Debits	Credits	Posted?
		11021	Checking Account	BEGINNING BALANCE	93449.00		
AR 0320	03/20/87			Payments Summ.-AR Post	4466.00		NO
				CURRENT BALANCE	97915.00		
		11051	Accts Rec'ble Module	BEGINNING BALANCE	38610.00		
AR 0308	03/08/87			Summary From AR Post	10261.75		NO
AR 0320	03/20/87			Payments Summ.-AR Post		4466.00	NO
				CURRENT BALANCE	44405.75		
		11071	Inventory - Module	BEGINNING BALANCE	29140.00		
PO 0308	03/08/87			Purchase Order Summary	28478.50		NO
				CURRENT BALANCE	57618.50		
		2101	Accts Payable-Module	BEGINNING BALANCE		37750.00	
PO 0308	03/08/87			Purchase Order Summary		28478.50	YES
AP 0308	03/08/87			Summary From AP Post		5830.00	YES
AP 0315	03/15/87			Summary From AP Post		12861.00	YES
				CURRENT BALANCE		84919.50	
		21042	Sales Tax Payable	BEGINNING BALANCE		11390.00	
AR 0308	03/08/87			Summary From AR Post		309.75	NO
				CURRENT BALANCE		11699.75	
		2203	Current L/Term Liab.	BEGINNING BALANCE		0.00	
AP 0308	03/08/87			Summary From AP Post	1500.00		YES
				CURRENT BALANCE		-1500.00	
		4101	Sales Dept. 01	BEGINNING BALANCE		397999.00	
AR 0308	03/08/87			Summary From AR Post		9025.00	NO
				CURRENT BALANCE		407024.00	
		4102	Sales Dept. 02	BEGINNING BALANCE		311614.00	
AR 0308	03/08/87			Summary From AR Post		927.00	NO
				CURRENT BALANCE		312541.00	

Date : 03/31/87
Time : 01:04 PM

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G/L Account Activity Detail Report
From : 03/01/87 To : 03/31/87

Journal Trans.#	Date	Acct. #	Account Name	Description	Debits	Credits	Posted?
				CURRENT BALANCE	75.00		
		52074	Entertainment	BEGINNING BALANCE	5657.00		
AP 0308	03/08/87			Summary From AP Post	48.00		YES
				CURRENT BALANCE	5705.00		
		52081	Freight	BEGINNING BALANCE	8177.00		
AP 0308	03/08/87			Summary From AP Post	15.00		YES
				CURRENT BALANCE	8192.00		
		52082	Insurance	BEGINNING BALANCE	4678.00		
AP 0308	03/08/87			Summary From AP Post	45.00		YES
				CURRENT BALANCE	4723.00		
		52083	Packaging	BEGINNING BALANCE	4365.00		
AP 0308	03/08/87			Summary From AP Post	115.00		YES
				CURRENT BALANCE	4480.00		
		5211	Office Supplies	BEGINNING BALANCE	8061.00		
AP 0308	03/08/87			Summary From AP Post	315.00		YES
				CURRENT BALANCE	8376.00		
		5212	Telephone & Telegrph	BEGINNING BALANCE	13698.00		
AP 0308	03/08/87			Summary From AP Post	875.00		YES
				CURRENT BALANCE	14573.00		
		5213	Mail/Postage	BEGINNING BALANCE	3826.00		
AP 0308	03/08/87			Summary From AP Post	143.00		YES
				CURRENT BALANCE	3969.00		
		52191	Broadcast Advert.	BEGINNING BALANCE	14923.00		
AP 0315	03/15/87			Summary From AP Post	5735.00		NO
				CURRENT BALANCE	20658.00		
		52201	Catalogues	BEGINNING BALANCE	3741.00		
AP 0315	03/15/87			Summary From AP Post	3578.00		NO
				CURRENT BALANCE	7319.00		
		52202	Brochures	BEGINNING BALANCE	2670.00		
AP 0315	03/15/87			Summary From AP Post	3548.00		NO
				CURRENT BALANCE	6218.00		
				TOTAL TRANSACTION :	61897.25	61897.25	

OF ENTRIES PRINTED : 26

The option to print a range of dates gives you a broader scope of your financial condition without getting swamped with details. A review account-by-account will allow you to verify all information on a daily basis. If this is done before posting, you can correct the errors before they reach your financial statements.

When printing all transactions in the journal report you have the option of sorting by journal type so you don't have to review the journals from the other modules again.

By printing the Accounts Activity Detail report, you can know the current balances of any account with transactions in the period without posting. This way you can maintain an open period without sacrificing up-to-date balance information.

Printing the Accounts Activity Detail report for a range of accounts (i.e. bank accounts) allows you to use this routine for check registers and for check reconciliation.

The Accounts activity detail report printed by account also permits you to print one account per page which simplifies auditing an account over a long period of time.

These two reports assure you of good management information as well as excellent accounting and auditing control.

GENERAL LEDGER REPORTS

Besides the reports we have already discussed, the general ledger still has many powerful reports that aid not only in accounting, but also in financial and management analysis as well.

CHART OF ACCOUNTS

This chart is the key to good accounting information. You will need the Chart of Accounts when you are designing your financial statements (or use our pre-designed Chart of Accounts) and to prepare your manual vouchers for the accounts to be debited or credited. Good accounting procedure calls for you to prepare manual vouchers with the supporting detail attached (bills, invoices, receipts, etc.) before entering them in the computer. Naturally you can do this "on the fly" but speed, accuracy, and the audit trail will usually suffer. A sample voucher is shown below:

JOURNAL : ____ TRANSACTION NUMBER : _____ DATE : __/__/__				
ACCOUNT NUMBER	ACCOUNT NAME	DESCRIPTION	DEBIT	CREDIT
		TOTALS :		

COMMENTS :

You will use the chart of accounts found on page 44 to select which accounts will be affected by this voucher (called a transaction once in the computer).

For easier reference, you can print only the "detail" accounts which are only those accounts that receive input - remember all upper (general) accounts receive their information from the detail accounts.

You also have the option to print a range of accounts for special purposes such as just the expense accounts or sales accounts.

FINANCIAL STATEMENTS

As explained previously, you have several options for creating financial statements. You can design your own, you can use the sample financial statements we provide, or you can modify our samples.

The easiest way to get started is to use the standard financial statements which are very basic but provide complete information.

STANDARD REPORTS

GENERAL LEDGER REPORTS

After you have posted the transactions in the general ledger, you will naturally want to review the impact of those transactions on your financial position. For this purpose Dac-Easy offers a variety of reports created through routine 2 in the File Creation and Maintenance Menu as mentioned in previous chapters. There are several pre-designed reports that will help you analyze your financial position and the accuracy of your transactions. All of the reports are accessed in the General Ledger menu (not in the Reports menu) to be more convenient in day-to-day operations. These reports are password protected.

TRIAL BALANCE

The Trial Balance can be accessed by entering option 5 in the General Ledger menu. This report provides a list of accounts with balances at the beginning of the period, the current month's balance, and the total balance since the last posting process.

This listing gives you many options as to what levels of accounts you wish to print depending upon the amount of detail needed. You can also choose one account, a range of accounts, detail or general accounts, or all accounts for maximum flexibility.

With the information provided by the Trial Balance you will know the up-to-the-minute balance and activity of all accounts. The name "Trial Balance" comes from old manual bookkeeping as a "draft" list of balances for review and adjustments. The purpose is the same but the effort is now a fraction of what it once was. On the following sample Trial Balance the option to print only those accounts with activity was selected.

TRIAL BALANCE

Acct #	Account Name	BEGINNING BALANCE Debits	Credits	THIS MONTH Debits	Credits	CURRENT BALANCE Debits	Credits
1	Assets	421511.00		25543.00		447054.00	
11	Current Assets	163049.00		28395.00		191444.00	
1101	Petty Cash	500.00		0.00		500.00	
1102	Cash In Banks	65024.00		28425.00		93449.00	
11021	Checking Account	67994.00		25455.00		93449.00	
11022	Payroll Account	-2970.00		2970.00		0.00	
1104	Mktable Securities	30000.00		0.00		30000.00	
11041	Cert. of Deposit	30000.00		0.00		30000.00	
1105	Accounts Receivable	37610.00		-100.00		37510.00	
11051	Accts Rec'ble Module	38610.00		0.00		38610.00	
11052	Allow Doubtful Accts	-1000.00		-100.00		-1100.00	
1106	Other Receivable	1050.00		95.00		1145.00	
11062	Employee Loans	1050.00		95.00		1145.00	
1107	Inventory	28865.00		-25.00		28840.00	
11071	Inventory - Module	29140.00		0.00		29140.00	
11072	Allow Damage/Obsol.	-275.00		-25.00		-300.00	
12	Fixed Assets	251396.00		-2925.00		248471.00	
1201	Autos & Trucks Net	15205.00		-300.00		14905.00	
12011	Original Value	22023.00		0.00		22023.00	
12012	Accum. Depreciation	-6818.00		-300.00		-7118.00	
1202	Furniture & Fixt.Net	58136.00		-1400.00		56736.00	
12021	Original Value	95758.00		0.00		95758.00	
12022	Accum. Depreciation	-37622.00		-1400.00		-39022.00	
1203	Office Equipment Net	83305.00		-1000.00		82305.00	
12031	Original Value	134051.00		0.00		134051.00	
12032	Accum. Depreciation	-50746.00		-1000.00		-51746.00	
1205	Building Net	74750.00		-225.00		74525.00	
12051	Original Value	80000.00		0.00		80000.00	
12052	Accum. Depreciation	-5250.00		-225.00		-5475.00	
1207	Land-Original Value	20000.00		0.00		20000.00	
13	Deferred Assets	6716.00		38.00		6754.00	
1301	Organization Expense	5916.00		-42.00		5874.00	
13011	Original Value	10000.00		0.00		10000.00	
13012	Accum. Amortization	-4084.00		-42.00		-4126.00	
1303	Prepaid Expenses	800.00		80.00		880.00	
13031	Insurance	800.00		80.00		880.00	
14	Other Assets	350.00		35.00		385.00	
1401	Deposits	350.00		35.00		385.00	
14013	Utilities	150.00		15.00		165.00	
14014	Security	200.00		20.00		220.00	
2	Liabilities		121889.00		10472.00		132361.00
21	Short Term Liability		91889.00		10472.00		102361.00
2101	Accts Payable-Module		37750.00		0.00		37750.00
2102	Notes Payable		19000.00		5000.00		24000.00
2104	Taxes Payable		25082.00		5012.00		30094.00
21041	Payroll Taxes		13947.00		4566.00		18513.00
210411	Federal Income W/H		4763.00		1406.00		6169.00
210412	Fica W/H Employee		2251.00		945.00		3196.00
210413	Fica W/H Employer		3457.00		945.00		4402.00
210414	Futa		848.00		451.00		1299.00
210415	Suta		351.00		176.00		527.00

Date : 02/28/87
Time : 07:12 PM

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Dallas, TX 75244   Phone (214) 458-0038

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TRIAL BALANCE

Acct #	Account Name	BEGINNING BALANCE		THIS MONTH		CURRENT BALANCE	
		Debits	Credits	Debits	Credits	Debits	Credits
210416	State Income W/H		1478.00		444.00		1922.00
210418	Disability Insurance		799.00		199.00		998.00
21042	Sales Tax Payable		10944.00		446.00		11390.00
21043	Property Tax		191.00		0.00		191.00
2105	Other Pyroll Payable		10057.00		460.00		10517.00
21053	X'mas Fund Accrued		10057.00		460.00		10517.00
22	Long Term Liability		30000.00		0.00		30000.00
2201	Mortgages Payable		30000.00		0.00		30000.00
3	Stockholders Equity		301226.00		0.00		301226.00
31	Capital Stock		250000.00		0.00		250000.00
3101	Common Stock		250000.00		0.00		250000.00
31011	Par Value		250000.00		0.00		250000.00
32	Retained Earnings		27274.00		0.00		27274.00
3284	1984 Profit/(Loss)		3274.00		0.00		3274.00
3285	1985 Profit/(Loss)		7000.00		0.00		7000.00
3286	1986 Profit/(Loss)		17000.00		0.00		17000.00
33	Current Earnings		23952.00		0.00		23952.00
4	Revenues		651552.00		63982.00		715534.00
41	Sales		646042.00		63571.00		709613.00
4101	Sales Dept. 01		361782.00		36217.00		397999.00
4102	Sales Dept. 02		284260.00		27354.00		311614.00
42	Sales Returns		-14233.00		-864.00		-15097.00
4201	Returns Dept. 01		-9894.00		-492.00		-10386.00
4202	Returns Dept. 02		-4339.00		-372.00		-4711.00
43	Shipping		8764.00		413.00		9177.00
4301	Freight		4442.00		215.00		4657.00
4302	Insurance		4322.00		198.00		4520.00
44	Financial Income		10979.00		862.00		11841.00
4402	Finance Charges		6543.00		344.00		6887.00
4404	Purchase Discounts		4436.00		518.00		4954.00
5	Total Expenses	653156.00		48911.00		702067.00	
51	Cost of Goods Sold	312674.00		21291.00		333965.00	
5101	COGS Dept. 01	188349.00		11304.00		199653.00	
5102	COGS Dept. 02	124325.00		9987.00		134312.00	
52	Gen & Admin Expenses	333844.00		26983.00		360827.00	
5201	Payroll	150482.00		12828.00		163310.00	
52011	Wages	131306.00		10741.00		142047.00	
520111	Salaries	49275.00		4104.00		53379.00	
520112	Hourly	38015.00		3941.00		41956.00	
520113	Commisions	26538.00		2046.00		28584.00	
520114	Overtime	4814.00		650.00		5464.00	
520115	Compensations	4343.00		0.00		4343.00	
520116	Bonuses	7666.00		0.00		7666.00	
520117	Other Wages	655.00		0.00		655.00	
52012	Benefits	8260.00		822.00		9082.00	
520121	Health Insurance	4132.00		542.00		4674.00	
520123	Dental Insurance	4128.00		280.00		4408.00	
52013	Taxes	10916.00		1265.00		12181.00	
520131	Fica Employer	4922.00		630.00		5552.00	
520132	Futa	2348.00		297.00		2645.00	
520133	Suta	1137.00		158.00		1295.00	

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TRIAL BALANCE

Acct #	Account Name	BEGINNING BALANCE Debits	Credits	THIS MONTH Debits	Credits	CURRENT BALANCE Debits	Credits
520134	Disability Insurance	2509.00		180.00		2689.00	
5202	Maintenance	12655.00		506.00		13161.00	
52021	Autos & Trucks	5654.00		249.00		5903.00	
52022	Furniture & Fixtures	3245.00		22.00		3267.00	
52023	Office Equipment	968.00		93.00		1061.00	
52025	Building	2788.00		142.00		2930.00	
5203	Depreciation	19040.00		2925.00		21965.00	
52031	Autos & Trucks	1185.00		300.00		1485.00	
52032	Furniture & Fixtures	6937.00		1400.00		8337.00	
52033	Office Equipment	7093.00		1000.00		8093.00	
52035	Building	3825.00		225.00		4050.00	
5204	Amortization	542.00		42.00		584.00	
52041	Organization Expense	542.00		42.00		584.00	
5206	Assets Insurance	8043.00		803.00		8846.00	
52061	Autos & Trucks	2874.00		287.00		3161.00	
52062	Furniture & Fixtures	675.00		67.00		742.00	
52063	Office Equipment	1091.00		109.00		1200.00	
52065	Building	3403.00		340.00		3743.00	
5207	Travel & Entertain	45452.00		2890.00		48342.00	
52071	Lodging	13455.00		933.00		14388.00	
52072	Transportation	17744.00		1112.00		18856.00	
52073	Meals	5433.00		492.00		5925.00	
52074	Entertainment	5455.00		202.00		5657.00	
52075	Other Travel Expense	3365.00		151.00		3516.00	
5208	Shipping	16839.00		962.00		17801.00	
52081	Freight	7765.00		412.00		8177.00	
52082	Insurance	4556.00		122.00		4678.00	
52083	Packaging	3975.00		390.00		4365.00	
52084	Duties	543.00		38.00		581.00	
5209	Taxes (other)	5629.00		1026.00		6655.00	
52091	Sales Tax/Purchases	4432.00		907.00		5339.00	
52092	Property Tax	1197.00		119.00		1316.00	
5210	Consulting Fees	9683.00		396.00		10079.00	
52101	Accountants	4683.00		284.00		4967.00	
52102	Legal	5000.00		112.00		5112.00	
5211	Office Supplies	7759.00		302.00		8061.00	
5212	Telephone & Telegrph	12884.00		814.00		13698.00	
5213	Mail/Postage	3774.00		52.00		3826.00	
5214	Utilities	4322.00		192.00		4514.00	
5215	Alarms	1000.00		0.00		1000.00	
5216	Contribution/Donat.	874.00		0.00		874.00	
5217	Licenses/Permits	300.00		0.00		300.00	
5218	Memships/Dues/Subscr	1115.00		101.00		1216.00	
5219	Advertising	20873.00		2081.00		22954.00	
52191	Broadcast Advert.	13500.00		1423.00		14923.00	
52192	Print Advertising	7373.00		658.00		8031.00	
5220	Promotion	5878.00		533.00		6411.00	
52201	Catalogues	3428.00		313.00		3741.00	
52202	Brochures	2450.00		220.00		2670.00	
5221	Public Relations	3400.00		280.00		3680.00	
5222	Marketing Research	1800.00		150.00		1950.00	

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TRIAL BALANCE

Acct #	Account Name	BEGINNING BALANCE		THIS MONTH		CURRENT BALANCE	
		Debits	Credits	Debits	Credits	Debits	Credits
5223	Bad Debt Loss	1500.00		100.00		1600.00	
53	Financial Expenses	6638.00		637.00		7275.00	
5301	Credit Card Discount	3335.00		308.00		3643.00	
5302	Interest	1233.00		93.00		1326.00	
5303	Bank Charges	330.00		12.00		342.00	
5304	Sales Discounts	1740.00		224.00		1964.00	
		1074667.00	1074667.00	74454.00	74454.00	1149121.00	1149121.00

Number of Accounts printed 159

PRINT FINANCIAL STATEMENTS

The standard financial statements can be accessed in this routine and are simple yet complete for the beginner or expert who does not want to spend time designing his or her own. More complex or fancy financial statements can be created and accessed in this routine as explained in other chapters but right now we will concentrate on the pre-designed formats for easier understanding.

BALANCE SHEET AND INCOME STATEMENT

By selecting routine 7, option 1 in the General Ledger menu, you will be able to print the Balance Sheet and the Income Statement. These statements can be printed with just summary information (level 1 accounts only) or to the most exact detail (level 5). Just enter the desired level and what accounts you want printed (normally all accounts) and press **ENTER** twice (unless you want to change the first page number) and in minutes you will have your statements. See the example below (level-3 accounts were selected for printing):

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BALANCE SHEET

Acct #	Account Name	Level 5	Level 4	Level 3	Level 2	Level 1
1	Assets					447054.00
11	Current Assets				191444.00	
1101	Petty Cash			500.00		
1102	Cash In Banks			93449.00		
1104	Mktable Securities			30000.00		
1105	Accounts Receivable			37510.00		
1106	Other Receivable			1145.00		
1107	Inventory			28840.00		
12	Fixed Assets				248471.00	
1201	Autos & Trucks Net			14905.00		
1202	Furniture & Fixt.Net			56736.00		
1203	Office Equipment Net			82305.00		
1205	Building Net			74525.00		
1207	Land-Original Value			20000.00		
13	Deferred Assets				6754.00	
1301	Organization Expense			5874.00		
1303	Prepaid Expenses			880.00		
14	Other Assets				385.00	
1401	Deposits			385.00		

                                               ============
    TOTAL ASSETS   447054.00

BALANCE SHEET

Acct #	Account Name	Level 5	Level 4	Level 3	Level 2	Level 1
2	Liabilities					132361.00
21	Short Term Liability				102361.00	
2101	Accts Payable-Module			37750.00		
2102	Notes Payable			24000.00		
2104	Taxes Payable			30094.00		
2105	Other Pyroll Payable			10517.00		
22	Long Term Liability				30000.00	
2201	Mortgages Payable			30000.00		
						============
	TOTAL LIABILITIES					132361.00
3	Stockholders Equity					301226.00
31	Capital Stock				250000.00	
3101	Common Stock			250000.00		
32	Retained Earnings				27274.00	
3284	1984 Profit/(Loss)			3274.00		
3285	1985 Profit/(Loss)			7000.00		
3286	1986 Profit/(Loss)			17000.00		
33	Current Earnings				23952.00	
	CURRENT EARNINGS					13467.00

	TOTAL EQUITY					314693.00
						============
	TOTAL LIABILITIES PLUS EQUITY					447054.00

INCOME STATEMENT

Acct #	Account Name	Level 5	Level 4	Level 3	Level 2	Level 1
4	Revenues					715534.00
41	Sales				709613.00	
4101	Sales Dept. 01			397999.00		
4102	Sales Dept. 02			311614.00		
42	Sales Returns				-15097.00	
4201	Returns Dept. 01			-10386.00		
4202	Returns Dept. 02			-4711.00		
43	Shipping				9177.00	
4301	Freight			4657.00		
4302	Insurance			4520.00		
44	Financial Income				11841.00	
4402	Finance Charges			6887.00		
4404	Purchase Discounts			4954.00		
					============	
	TOTAL REVENUE				715534.00	
5	Total Expenses					702067.00
51	Cost of Goods Sold				333965.00	
5101	COGS Dept. 01			199653.00		
5102	COGS Dept. 02			134312.00		
52	Gen & Admin Expenses				360827.00	
5201	Payroll			163310.00		
5202	Maintenance			13161.00		
5203	Depreciation			21965.00		
5204	Amortization			584.00		
5206	Assets Insurance			8846.00		
5207	Travel & Entertain			48342.00		
5208	Shipping			17801.00		
5209	Taxes (other)			6655.00		
5210	Consulting Fees			10079.00		
5211	Office Supplies			8061.00		
5212	Telephone & Telegrph			13698.00		
5213	Mail/Postage			3826.00		
5214	Utilities			4514.00		
5215	Alarms			1000.00		
5216	Contribution/Donat.			874.00		
5217	Licenses/Permits			300.00		
5218	Memships/Dues/Subscr			1216.00		
5219	Advertising			22954.00		
5220	Promotion			6411.00		
5221	Public Relations			3680.00		
5222	Marketing Research			1950.00		
5223	Bad Debt Loss			1600.00		
53	Financial Expenses				7275.00	
5301	Credit Card Discount			3643.00		
5302	Interest			1326.00		
5303	Bank Charges			342.00		
5304	Sales Discounts			1964.00		
					============	
	NET INCOME				13467.00	

CHANGES IN FINANCIAL CONDITION

This is probably the most important financial statement available. For the first time through Dac-Easy, this report is now available to any size business. The information contained in this report tells you where your money comes from and where it goes. With the proper study you can improve this important category of money management.

Simply select option 2 in the routine 7 of the General Ledger menu and enter the parameters for printing. In minutes you will have a report that shows you the net amounts for uses and sources of money for last year, this year-to-date, and the month-to-date, by account and in as much detail as you need (levels 1 thru 5).

Obviously if you want to prepare a more sophisticated Statement of Changes in Financial Condition you can move your general ledger files to your favorite spreadsheet or database with Dac-Easy RePort. But the standard format provided is probably enough for your day-to-day management purposes.

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STATEMENT OF CHANGES IN FINANCIAL CONDITION

Acct #	Account Name	Last Yr - Yr. Bef. Last Sources	Uses	This Yr. - Last Yr. Sources	Uses	Current Period Sources	Uses
1	Assets		399390.00		47664.00		25543.00
11	Current Assets		116035.00		75409.00		28395.00
12	Fixed Assets		274247.00	25776.00		2925.00	
13	Deferred Assets		8758.00	2004.00			38.00
14	Other Assets		350.00		35.00		35.00
2	Liabilities	98164.00		34197.00		10472.00	
21	Short Term Liability	68164.00		34197.00		10472.00	
22	Long Term Liability	30000.00			0.00		0.00
3	Stockholders Equity	277274.00		23952.00			0.00
31	Capital Stock	250000.00			0.00		0.00
32	Retained Earnings	27274.00			0.00		0.00
33	Current Earnings		0.00	23952.00			0.00
4	Revenues	461722.00		253812.00		63982.00	
41	Sales	457617.00		251996.00		63571.00	
42	Sales Returns		8645.00		6452.00		864.00
43	Shipping	4130.00		5047.00		413.00	
44	Financial Income	8620.00		3221.00		862.00	
5	Total Expenses		437770.00		264297.00		48911.00
51	Cost of Goods Sold		212923.00		121042.00		21291.00
52	Gen & Admin Expenses		216359.00		144468.00		26983.00
53	Financial Expenses		6382.00		893.00		637.00
	Totals :	837160.00	837160.00	311961.00	311961.00	74454.00	74454.00

CUSTOM DESIGNED REPORTS

There is no question that if you invest the time, you can achieve a more professional - looking set of financial statements that will perfectly fit your business and give you the best image for your bankers, investors, etc. Yet, if you are new to accounting or your needs are more on the simple side, you will most likely want to choose the standard formats provided. The third option is to use the standard formats for your detailed statements and create a summary set of financials for presentation purposes. Remember, you can create as many sets of different financial statements as your disk space will allow.

THE BALANCE SHEET AND INCOME STATEMENT

Accounting basics tell us that the balance sheet is an equation where the total of Assets is equal to the total of Liabilities plus Capital/Equity. However, during the course of a year your accounting keeps separate control of all accounts which accrue the revenues and expenses giving you a broader scope of these important elements. The difference between the revenues and the expenses will yield a sum which is your profit or the loss for the year. If the difference is positive, you have a profit which increases Capital/Equity. If the difference is negative, you have a loss which decreases Capital/Equity. The statement that reflects the profit or loss is normally known as the Income Statement or the Profit or Loss Statement.

The Balance Sheet and the Income Statement depend on each other because you must first know the profit or loss to determine the impact on Capital/Equity. Examine the following simple illustrations:

If you prepare your own custom statements you need to make sure your financials correlate. If you are using the Dac-Easy standards, your figures will match automatically.

BALANCE SHEET

ASSETS
Current Assets   1250
Fixed Assets   3500
Other Assets   400

Total Assets   5150
                                              =======

LIABILITIES
Accounts Payable   1300
Notes Payable   800

Total Liabilities   2100

EQUITY
Initial Capital   2500
Profit   550 ←

Total Equity   3050

Total Liabilities and Equity   5150
                                              =======

INCOME STATEMENT

Sales   5600
Cost of Goods Sold   3000

Gross Margin   2600

General Expenses   1600

Profit from Operations   1000

Taxes   450

Net Profit   550 ←
                                              =======

ANALYZING THE FINANCIAL CONDITION

The financial statements by themselves are not enough information for business decisions. You also need comparison reports. The sample on the following pages shows variances against the previous year's figures. You can see clearly that total assets has grown but total liabilities and profits has grown also. In order to understand the reason for the change it is easier and more accurate to compare these figures over a period of time rather than a particular date.

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FINANCIAL STATEMENTS

Acct #	Description	This Period	%	Year to Date	%	Last Year	%	Variance	%

** Balance Sheet **

ASSETS

Acct #	Description	This Period	%	Year to Date	%	Last Year	%	Variance	%
	Current Assets:								
1101	Petty Cash	0.00		500.00	0.1	500.00	0.1	0.00	
1102	Cash In Banks	28,425.00	111.3	93,449.00	20.9	27,585.00	6.9	65,864.00	238.8
1103	Cash Register Fund	0.00		0.00		0.00		0.00	
1104	Mktable Securities	0.00		30,000.00	6.7	20,000.00	5.0	10,000.00	50.0
1105	Accounts Receivable	-100.00	-0.4	37,510.00	8.4	38,110.00	9.5	-600.00	-1.6
1106	Other Receivable	95.00	0.4	1,145.00	0.3	950.00	0.2	195.00	20.5
1107	Inventory	-25.00	-0.1	28,840.00	6.5	28,890.00	7.2	-50.00	-0.2
	Total Current	28,395.00	111.2	191,444.00	42.8	116,035.00	29.1	75,409.00	65.0
	Fixed Assets:								
12011	Autos & Trucks	0.00		22,023.00	4.9	15,547.00	3.9	6,476.00	41.7
12021	Furniture & Fixtures	0.00		95,758.00	21.4	87,053.00	21.8	8,705.00	10.0
12031	Office Equipment	0.00		134,051.00	30.0	121,865.00	30.5	12,186.00	10.0
12041	Machinery & Equip.	0.00		0.00		0.00		0.00	
12051	Building	0.00		80,000.00	17.9	80,000.00	20.0	0.00	
12061	Other Fixed Assets	0.00		0.00		0.00		0.00	
	Total Original Value	0.00		331,832.00	74.2	304,465.00	76.2	27,367.00	9.0
	Accum. Depreciation	-2,925.00	-11.5	-103,361.00	-23.1	-50,218.00	-12.6	-53,143.00	105.8
	Net Value	-2,925.00	-11.5	228,471.00	51.1	254,247.00	63.7	-25,776.00	-10.1
1207	Land	0.00		20,000.00	4.5	20,000.00	5.0	0.00	
	Total Fixed	-2,925.00	-11.5	248,471.00	55.6	274,247.00	68.7	-25,776.00	-9.4
	Deferred Assets:								
13011	Organization Expense	0.00		10,000.00	2.2	10,000.00	2.5	0.00	
13021	Leasehold Improv.	0.00		0.00		0.00		0.00	
	Original Investment	0.00		10,000.00	2.2	10,000.00	2.5	0.00	
	Accum. Amortization	-42.00	-0.2	-4,126.00	-0.9	-2,042.00	-0.5	-2,084.00	102.1
	Net Value	-42.00	-0.2	5,874.00	1.3	7,958.00	2.0	-2,084.00	-26.2
1303	Prepaid Expenses	80.00	0.3	880.00	0.2	800.00	0.2	80.00	10.0
	Total Deferred	38.00	0.1	6,754.00	1.5	8,758.00	2.2	-2,004.00	-22.9
	Other Assets:								
1401	Deposits	35.00	0.1	385.00	0.1	350.00	0.1	35.00	10.0
1402	Long Term Investment	0.00		0.00		0.00		0.00	
	Total Other	35.00	0.1	385.00	0.1	350.00	0.1	35.00	10.0
	TOTAL ASSETS	25,543.00	100.0	447,054.00	100.0	399,390.00	100.0	47,664.00	11.9

FINANCIAL STATEMENTS

Acct #	Description	This Period	%	Year to Date	%	Last Year	%	Variance	%
				LIABILITIES					
	Short Term:								
2101	Accounts Payable	0.00		37,750.00	8.4	37,750.00	9.5	0.00	
2102	Notes Payable	5,000.00	19.6	24,000.00	5.4	15,000.00	3.8	9,000.00	60.0
2103	Accrued Payable	0.00		0.00		0.00		0.00	
2104	Taxes Payable	5,012.00	19.6	30,094.00	6.7	10,811.00	2.7	19,283.00	178.4
2105	Other Pyroll Payable	460.00	1.8	10,517.00	2.4	4,603.00	1.2	5,914.00	128.5
	Total Short Term	10,472.00	41.0	102,361.00	22.9	68,164.00	17.1	34,197.00	50.2
	Long Term:								
2201	Mortgages Payable	0.00		30,000.00	6.7	30,000.00	7.5	0.00	
2202	Notes Payable	0.00		0.00		0.00		0.00	
2204	Other Long Term Liab	0.00		0.00		0.00		0.00	
	Sub-Total	0.00		30,000.00	6.7	30,000.00	7.5	0.00	
2203	Current L/Term Liab.	0.00		0.00		0.00		0.00	
	Total Long Term	0.00		30,000.00	6.7	30,000.00	7.5	0.00	
	Deferred:								
2301	Commit & Contingenc	0.00		0.00		0.00		0.00	
2302	Deferred Income	0.00		0.00		0.00		0.00	
2303	Profit/Instalm.Sales	0.00		0.00		0.00		0.00	
2304	Unearned Interest	0.00		0.00		0.00		0.00	
	Total Deferred	0.00		0.00		0.00		0.00	
	TOTAL LIABILITIES	10,472.00	41.0	132,361.00	29.6	98,164.00	24.6	34,197.00	34.8
				STOCKHOLDERS EQUITY					
	Capital Stock:								
3101	Common Stock	0.00		250,000.00	55.9	250,000.00	62.6	0.00	
3102	Preferred Stock	0.00		0.00		0.00		0.00	
	Sub-Total	0.00		250,000.00	55.9	250,000.00	62.6	0.00	
3103	Treasury Stock	0.00		0.00		0.00		0.00	
	Total Capital Stock	0.00		250,000.00	55.9	250,000.00	62.6	0.00	
	Retained Earnings	0.00		51,226.00	11.5	27,274.00	6.8	23,952.00	87.8
	Current Earnings	15,071.00	59.0	13,467.00	3.0	23,952.00	6.0	-10,485.00	-43.8
	Total Equity	15,071.00	59.0	314,693.00	70.4	301,226.00	75.4	13,467.00	4.5
	TOTAL LIABILITIES PLUS EQUITY	25,543.00	100.0	447,054.00	100.0	399,390.00	100.0	47,664.00	11.9

FINANCIAL RATIOS REPORT

One of the most important things to know is the current liquidity or working capital of your company. Working capital is the difference between current assets and current liabilities. The following sample created in the Financial Statements routine gives a good example of this information. In our examples we show two forms of ratios: Arithmetic and Geometric. Arithmetic ratios are figures calculated by subtracting one amount from another - representing the relationship between the numbers by a simple amount difference. Geometric ratios are calculated by dividing one amount into another - representing the relationship as a percentage.

Your Company's Name
4801 Spring Valley Road Building 110-B
Dallas, TX 75244   Phone (214) 458-0038

FINANCIAL STATEMENTS

Acct #	Description	This Period	%	Year to Date	%	Last Year	%	Variance	%
				Current Liquidity:					
	This Ratio gives the position between Current Assets and Short Term Debt:								
				Arithmetic Ratio:					
11	Current Assets	28,395.00		191,444.00		116,035.00		75,409.00	65.0
21	Short Term Liability	10,472.00		102,361.00		68,164.00		34,197.00	50.2
	Ratio	17,923.00		89,083.00		47,871.00		41,212.00	86.1
				Geometrical Ratio:					
11	Current Assets	28,395.00		191,444.00		116,035.00		75,409.00	65.0
21	Short Term Liability	10,472.00		102,361.00		68,164.00		34,197.00	50.2
	Ratio	2.71		1.87		1.70		0.17	9.9

As you can see in the previous comparative report, last year had smaller working capital than in this new period. What does it mean?

Working capital is the food for your business. As your body cannot live without food, your business cannot live without working capital. With money (capital) to invest in products, advertising, etc., the company might increase sales which will generate more accounts receivable which will ultimately turn to cash to start the cycle over. The larger your working capital base, the better your ability to invest in the business, increase inventory turns, and improve profit margins.

The Quick Ratio (also known as "acid test") gives you a picture of your cash and other current assets relative to your accounts payables and other current liabilities, or in other words the difference between the Fixed Assets and Long Term Liabilities. If the difference is positive, the owners of the business probably control the structure of the company, and if negative, it is controlled by third party investors or bankers. The next sample shows both the working and the fixed capital - followed by the report format used to create the sample. This format is included in your package under the name **FR** (financial ratios).

FINANCIAL STATEMENTS

Acct #	Description	This Period	%	Year to Date	%	Last Year	%	Variance	%

FINANCIAL RATIOS
ANALISYS:

Acid Test:

The ratio determines
the relation between
Cash availability
and Short Term Debt:

Arithmetic Ratio:

Acct #	Description	This Period	%	Year to Date	%	Last Year	%	Variance	%
1101	Petty Cash	0.00		500.00		500.00		0.00	
1102	Cash In Banks	28,425.00		93,449.00		27,585.00		65,864.00	238.8
1103	Cash Register Fund	0.00		0.00		0.00		0.00	
1104	Mktable Securities	0.00		30,000.00		20,000.00		10,000.00	50.0
1105	Accounts Receivable	-100.00		37,510.00		38,110.00		-600.00	-1.6
1106	Other Receivable	95.00		1,145.00		950.00		195.00	20.5
	Total Cash available minus:	28,420.00		162,604.00		87,145.00		75,459.00	86.6
21	Short Term Liability	10,472.00		102,361.00		68,164.00		34,197.00	50.2
	Net Cash Available	17,948.00		60,243.00		18,981.00		41,262.00	217.4

Geometrical Ratio:

	Description	This Period	%	Year to Date	%	Last Year	%	Variance	%
	Cash Available	28,420.00		162,604.00		87,145.00		75,459.00	86.6
	Short Term Liability	10,472.00		102,361.00		68,164.00		34,197.00	50.2
	Ratio:	2.71		1.59		1.28		0.31	24.3

REPORTS FORMAT
FR

Acct #	Description	Print	From	1	2	3	%	Lines
	FINANCIAL RATIOS	Y	0					C
	ANALISYS:	Y	0					C
		Y	0					
	Acid Test:	Y	0					1
		Y	0					
	The ratio determines	Y	0					
	the relation between	Y	0					
	Cash availability	Y	0					
	and Short Term Debt:	Y	0					1
	Arithmetic Ratio:	Y	0					C
		Y	0					
1101	Petty Cash	Y	99	+				
1102	Cash In Banks	Y	99	+				
1103	Cash Register Fund	Y	99	+				
1104	Mktable Securities	Y	99	+				
1105	Accounts Receivable	Y	99	+				
1106	Other Receivable	Y	99	+				-
	Total Cash available	Y	1		+			
	minus:	Y	0					
21	Short Term Liability	Y	99	-		+		-
	Net Cash Available	Y	1					=
		Y	0					1
	Geometrical Ratio:	Y	0					C
		Y	0					
	Cash Available	Y	2					-
	Short Term Liability	Y	3					1
	Ratio:	Y	/		N	D		=
		Y	0	0	0	0		99
	Current Liquidity:	Y	0					C
	This Ratio gives the	Y	0					
	position between	Y	0					
	Current Assets and	Y	0					
	Short Term Debt:	Y	0					2
	Arithmetic Ratio:	Y	0					C
		Y	0					
11	Current Assets	Y	99	+				
21	Short Term Liability	Y	99	-				-
	Ratio	Y	1					=
		Y	0	0	0	0		1
	Geometrical Ratio:	Y	0					C
		Y	0					
11	Current Assets	Y	99	+				-
21	Short Term Liability	Y	99		+			1
	Ratio	Y	/	N	D			=

You can calculate many financial ratios such as Current Assets to Fixed Assets. This shows whether a company invests more in liquid assets or more in long-term assets such as plant and equipment. The following is a list of the more common financial ratios and how they are calculated:

RATIO	**CALCULATION**
LIQUIDITY	
Current Ratio	Current Assets ÷ Short Term Liabilities
Quick Ratio (or Acid Test)	(Current Assets - Inventory) ÷ Short Term Liabilities
LEVERAGE	
Debt to Assets	Total Debt ÷ Total Assets
Times Interest Earned	(Profit Before Taxes + Interest Paid) ÷ Interest Paid
TURNOVER	
Inventory Turnover	Cost of Goods Sold ÷ Inventory
Receivables Turnover	Net Sales ÷ Accounts Receivable
Fixed Assets Turnover	Net Sales ÷ Fixed Assets
Total Assets Turnover	Net Sales ÷ Total Assets
PROFITABILITY	
Return on Revenues	Profit after taxes ÷ Revenues
Return on Assets	Profit after taxes ÷ Total Assets
Return on Net Worth	Profit after taxes ÷ Net Worth

FINANCIAL STATEMENTS

Acct #	Description	This Period	%	Year to Date	%	Last Year	%	Variance	%

L E V E R A G E

Debt to Total Assets

Acct #	Description	This Period	%	Year to Date	%	Last Year	%	Variance	%
2	Total Debt	10,472.00		132,361.00		98,164.00		34,197.00	34.8
1	Total Assets	25,543.00		447,054.00		399,390.00		47,664.00	11.9
	Ratio	0.41		0.30		0.25		0.05	20.5

Times Interest Earned:

Acct #	Description	This Period	%	Year to Date	%	Last Year	%	Variance	%
	Profit before Tax	15,071.00		13,467.00		23,952.00		-10,485.00	-43.8
5302	Plus:Interest Paid	93.00		1,326.00		933.00		393.00	42.1
	Total	15,164.00		14,793.00		24,885.00		-10,092.00	-40.6
5302	Interest Paid	93.00		1,326.00		933.00		393.00	42.1
	Ratio	163.05		11.16		26.67		-15.52	-58.2

FINANCIAL STATEMENTS

Acct #	Description	This Period	%	Year to Date	%	Last Year	%	Variance	%

T U R N O V E R S

Inventory:

Acct #	Description	This Period	%	Year to Date	%	Last Year	%	Variance	%
51	Cost of Goods Sold	21,291.00		333,965.00		212,923.00		121,042.00	56.8
11071	Inventory	0.00		29,140.00		29,140.00		0.00	
	Times turn	0.00		11.46		7.31		4.15	56.8

Accounts Receivable:

Acct #	Description	This Period	%	Year to Date	%	Last Year	%	Variance	%
	Net Sales	62,707.00		694,516.00		448,972.00		245,544.00	54.7
11051	Accounts Receivable	0.00		38,610.00		38,610.00		0.00	
	Times Turn	0.00		17.99		11.63		6.36	54.7

Fixed Assets:

Acct #	Description	This Period	%	Year to Date	%	Last Year	%	Variance	%
	Net Sales	62,707.00		694,516.00		448,972.00		245,544.00	54.7
12	Fixed Assets	-2,925.00		248,471.00		274,247.00		-25,776.00	-9.4
	Times Turn	-21.44		2.80		1.64		1.16	70.7

Total Assets:

Acct #	Description	This Period	%	Year to Date	%	Last Year	%	Variance	%
	Net Sales	62,707.00		694,516.00		448,972.00		245,544.00	54.7
1	Total Assets	25,543.00		447,054.00		399,390.00		47,664.00	11.9
	Times Turn	2.45		1.55		1.12		0.43	38.2

Your Company's Name
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FINANCIAL STATEMENTS

Acct #	Description	This Period	%	Year to Date	%	Last Year	%	Variance	%

PROFITABILITY

Profit on Revenues:

	Profit After Tax	15,071.00		13,467.00		23,952.00		-10,485.00	-43.8
4	Revenues	63,982.00		715,534.00		461,722.00		253,812.00	55.0
	Margin	0.24		0.02		0.05		-0.03	-63.7

Profit on Assets:

	Profit After Tax	15,071.00		13,467.00		23,952.00		-10,485.00	-43.8
1	Assets	25,543.00		447,054.00		399,390.00		47,664.00	11.9
	Margin	0.59		0.03		0.06		-0.03	-49.8

Profit on Net Worth:

	Profit After Tax	15,071.00		13,467.00		23,952.00		-10,485.00	-43.8
	Equity before Profit	-15,071.00		287,759.00		253,322.00		34,437.00	13.6
	Margin	-1.00		0.05		0.09		-0.05	-50.5

REPORTS FORMAT
RA

Acct #	Description	Print	From	1	2	3	%	Lines
	FINANCIAL RATIOS	Y	0					C
	ANALISYS:	Y	0					C
		Y	0					2
	L I Q U I D I T Y	Y	0					C
		Y	0					2
	Acid Test:	Y	0					C
		Y	0					
11	Current Assets	N	99		+			
1107	Inventory	N	99		−			
	Cash Available	Y	2					−
21	Short Term Liability	Y	99			+		=
	Ratio:	Y	/		N	D		=
		Y	0	0	0	0		
	Current Liquidity:	Y	0					C
		Y	0					
11	Current Assets	Y	99	+				−
21	Short Term Liability	Y	99		+			=
	Ratio	Y	/	N	D			=
		Y	0	0	0	0		99
	L E V E R A G E	Y	0					C
		Y	0					2
	Debt to Total Assets	Y	0					C
		Y	0					
2	Total Debt	Y	99	+				−
1	Total Assets	Y	99		+			=
	Ratio	Y	/	N	D			=
		Y	0	0	0	0		
	Times Interest	Y	0					C
	Earned:	Y	0					C
		Y	0					
4	Revenues	N	99	+				
5	Total Expenses	N	99	−				
55	Income Tax	N	99	+				
	Profit before Tax	Y	1					
5302	Plus:Interest Paid	Y	99	+				
	Total	Y	1					−
5302	Interest Paid	Y	99		+			=
	Ratio	Y	/	N	D			=
		Y	0	0	0	0		99
	T U R N O V E R S	Y	0					C
		Y	0					1
	Inventory:	Y	0					C
		Y	0					
51	Cost of Goods Sold	Y	99	+				−
11071	Inventory	Y	99		+			=
	Times turn	Y	/	N	D			=
		Y	0	0	0	0		
	Accounts Receivable:	Y	0					C
		Y	0					

Date : 03/08/87
Time : 07:43 PM

Your Company's Name
4801 Spring Valley Road Building 110-B
Dallas, TX 75244   Phone (214) 458-0038

Page no. 2

REPORTS FORMAT
RA

Acct #	Description	Print	From	1	2	3	%	Lines
41	Sales	N	99	+				
42	Sales Returns	N	99	+				
	Net Sales	Y	1					-
11051	Accounts Receivable	Y	99		+			=
	Times Turn	Y	/	N	D			=
		Y	0	0	0	0		
	Fixed Assets:	Y	0					C
		Y	0					
41	Sales	N	99	+				
42	Sales Returns	N	99	+				
	Net Sales	Y	1					-
12	Fixed Assets	Y	99		+			=
	Times Turn	Y	/	N	D			=
		Y	0	0	0	0		
	Total Assets:	Y	0					C
		Y	0					
41	Sales	N	99	+				
42	Sales Returns	N	99	+				
	Net Sales	Y	1					-
1	Total Assets	Y	99		+			=
	Times Turn	Y	/	N	D			=
		Y	0	0	0	0		99
	PROFITABILITY	Y	0					C
		Y	0					1
	Profit on Revenues:	Y	0					C
		Y	0					
4	Revenues	N	99	+				
5	Total Expenses	N	99	-				
	Profit After Tax	Y	1					-
4	Revenues	Y	99		+			=
	Margin	Y	/	N	D			=
		Y	0	0	0	0		
	Profit on Assets:	Y	0					1
		Y	0					
4	Revenues	N	99	+				
5	Total Expenses	N	99	-				
	Profit After Tax	Y	1					-
1	Assets	Y	99		+			=
	Margin	Y	/	N	D			=
		Y	0	0	0	0		
	Profit on Net Worth:	Y	0					C
		Y	0					
4	Revenues	N	99	+				
5	Total Expenses	N	99	-				
	Profit After Tax	Y	1					-
3	Stockholders Equity	N	99		+			
	Profit after Tax	N	1		-			
	Equity before Profit	Y	2					=
	Margin	Y	/	N	D			=

ACCOUNTS RECEIVABLE REPORTS

The sub-menu for Accounts Receivable Reports (options 2 through 5 in the Reports Menu) gives you a perfect mix between sales and collection management.

All Accounts Receivable reports may be sorted by one of 5 categories with 10 different rankings (sub-sorts) from which to choose. Reporting flexibility is one of Dac-Easy's most powerful and sophisticated features. No longer do you need to wade through stacks and stacks of pages to assemble the information you need.

```
03/07/87              ACCOUNTS RECEIVABLE STATEMENTS              LHP
10:32 PM                  Your Company's Name


        Sort By :                        Rank By :

        1  Code                          1  Code
        2  Name                          2  Name
        3  Department                    3  Credit Limit
        4  Sales Person                  4  Credit Available
        5  Zip Code                      5  Balance
                                         6  Last Sales Date
        Enter Your Selection :           7  Last Payment Date
                                         8  Sales Units
                                         9  Sales Dollars
                                         10 Profit

                                         Enter Your Selection :




```
F1-Help ESC-Exit

STATEMENTS

The statement processing routines can be extremely useful - even if you are using the open invoice method to bill your customers. Statements provide them with a reminder of which invoices are still open. Using both invoices and periodic statements promotes the image of your business as being both professional and organized. A solid business image helps you not only with your customers, but also with your banker. Demonstrating good managerial practices and controls can help you secure better credit terms. Marketing also plays an important part in your statement preparation.

Many times some customers will not have ordered products in a given month and so we provide a special message to be printed (customized by you of course) encouraging them to buy soon or at least thanking them for their past business. You can also offer selective specials to try and get them to trade with you again.

Naturally, the statement can be used for auditing purposes. If money has been paid by your customer and never shows up on your books, then some corrective action needs to be taken. If lost in the mail, a new check must be sent; if posted to a wrong account, you had better correct it before the customer becomes irritated from reminder notices, and if you have an employee cashing customer checks you need to act quickly.

The statements can be printed on plain white paper or on pre-printed forms available through Dac Software. You can print them individually or sorted by salesperson, department, customer name, or by customer code. Either way you can print just one statement, a range of statements, or all.

dac software, inc.

4801 Spring Valley Rd., Building 110 B, Dallas, Texas 75244 (214) 458-0038

Crystal Palace, Inc.
3662 Robertson Freeway
Dallas, TX 75243-0110

STATEMENT

Page 1
Closing Date : 03/30/87

DATE	INVOICE#	DUE DATE	C D	DESCRIPTION	REF. #	DEBITS	CREDITS	AMOUNT DUE	PAST DUE	
									AMOUNT	DAYS
03/18/87	00001	04/17/87	1	Purchase	PO1234	1122.50		1122.50		
03/19/87	00002		5	Credit	phone		214.50	-214.50		
12/25/86	00037	01/24/87	1	Purchase	sales	3500.00				
03/20/87			4	Payment	3838		3000.00	500.00	500.00	65
01/08/87	00042	02/07/87	1	Purchase	sales	1725.00		1725.00	1725.00	51

TOTAL BALANCE	PAST DUE	
	BALANCE	DAYS
3133.00	2225.00	65

AGING REPORT

Most accounting systems tell you your cash flow information is contained in your aging report in the 30, 60, and 90 day categories that are the most common aging categories. At Dac we feel these categories are fine for aging (although you can pick your own) but are not satisfactory for cash flow analysis. The most probable options for this might be weekly, every other week, etc.

```
┌─────────────────────────────────────────────────────────────────────────┐
│ 03/07/87              ACCOUNTS RECEIVABLE AGING REPORT              LHP   │
│ 10:34 PM                    Your Company's Name                          │
├─────────────────────────────────────────────────────────────────────────┤
│                                                                           │
│    Sorted by : Code                      Ranked by : Profit               │
│                                                                           │
│    From : (First Record)                 From : -9999999.999              │
│    To   : (Last Record)                  To   : 99999999.999              │
│                                                                           │
│               Closing Date: 03/07/87                                      │
│               (D)etail or (S)ummary Report? D                             │
│                                                                           │
│                                    From       To                          │
│                   Column     1:    9999 -     61                          │
│                              2:      60 -     31                          │
│                              3:      30 -      1                          │
│                              4:       0 -    -30                          │
│                              5:     -31 -    -60                          │
│                              6:     -61 -    -90                          │
│                              7:     -91 -  -9999                          │
│                                                                           │
└─────────────────────────────────────────────────────────────────────────┘
F1-Help   ESC-Exit
```

It has been explained that the longer you allow an account receivable to be overdue, the smaller your chances are to collect. A customer would rather have just a few vendors on his back than all of them. So when you, by minimal efforts to collect, allow your customer to get way behind, you become one of those few. This is why you will appreciate the aging report that has 7 user definable columns. You can also print full detail by invoice or a summary report for management reference. The benefits of the user definable aging columns allow you to know what you are likely (with good collection management) to collect in a day, a week, etc.

You can also print the same type of aging report for your accounts payables which gives you another tool for cash flow analysis. Simply, define both aging reports (receivables and payables) with the same columns and lay them side by side. You will see quickly what cash shortages are likely to happen. The aging report example on the opposite page will give you a good idea as to the scope of this report. Remember that the aging columns can be changed to suit your needs.

```
Closing Date: 03/05/87                                              Codes:
Sorted by...: Code                    A G I N G   R E P O R T       1 Invoice       4 - Payment
Ranked by...: Code                A C C O U N T S   R E C E I V A B L E   2 Debit   5 - Credit
+ Not posted                                                       3 Finance Charge  6 - Discount Taken
```

Invoice #	Date	Due Date	Code	Amount	9999/61	60/31	30/1	0/-30	-31/-60	-61/-90	-91/-9999
A001					Armand Hart, Inc.						
00025	02/04/87	03/06/87	1	1500.00				1500.00			
00038	02/15/87	03/17/87	1	1763.00				1763.00			
	Total			3263.00	0.00-	0.00-	0.00-	3263.00	0.00-	0.00-	0.00-
A002					Arnold's Inc.						
00036	01/12/87	02/11/87	1	975.00			975.00				
00045	03/04/87	04/03/87	1	1466.00				1466.00			
	Total			2441.00	0.00-	0.00-	975.00	1466.00	0.00-	0.00-	0.00-
C001					Crystal Palace, Inc.						
00037	12/25/86	01/24/87	1	3500.00		3500.00					
00041	03/01/87	03/31/87	1	1725.00				1725.00			
	Total			5225.00	0.00-	3500.00	0.00-	1725.00	0.00-	0.00-	0.00-
F001					Francis Limited						
00043	02/28/87	03/30/87	1	975.00				975.00			
	Total			975.00	0.00-	0.00-	0.00-	975.00	0.00-	0.00-	0.00-
I001					La Jolla Health Club						
00036	12/28/86	01/27/87	1	3545.00		3545.00					
00045	01/15/87	02/14/87	1	1375.00			1375.00				
00048	02/24/87	03/26/87	1	2450.00				2450.00			
	Total			7370.00	0.00-	3545.00	1375.00	2450.00	0.00-	0.00-	0.00-
L001					Laundry Services, Co.						

Closing Date: 03/05/87   Codes:
Sorted by...: Code   A G I N G   R E P O R T   1 Invoice   4 - Payment
Ranked by...: Code   A C C O U N T S   R E C E I V A B L E 2 Debit   5 - Credit
Not posted   3 Finance Charge 6 - Discount Taker

Invoice #	Date	Due Date	Code	Amount	9999/61	60/31	30/1	0/-30	-31/-60	-61/-90	-91/-9999
00025	11/15/86	12/15/86	1	1236.00	1236.00						
00039	01/28/87	02/27/87	1	3500.00			3500.00				
	Total			4736.00	1236.00	0.00-	3500.00	0.00-	0.00-	0.00-	0.00-

M001   Martin Production, Inc.

00065	02/15/87	03/17/87	1	4500.00				4500.00			
00068	03/04/87	04/03/87	1	4500.00				4500.00			
00071	03/04/87	04/03/87	1	2800.00				2800.00			
	Total			11800.00	0.00-	0.00-	0.00-	11800.00	0.00-	0.00-	0.00-

R001   The Raphael Hotel

00056	03/01/87	03/31/87	1	2800.00				2800.00			
	Total			2800.00	0.00-	0.00-	0.00-	2800.00	0.00-	0.00-	0.00-
	Grand Total			38610.00	1236.00	7045.00	5850.00	24479.00	0.00-	0.00-	0.00-

CUSTOMER DIRECTORY

This report will be used by nearly everybody in the company. A new salesperson will need to know who his accounts are, the credit manager needs to review credit limits, the sales manager needs to review distribution of accounts by salesperson or last sales date, the general manager wants to review terms, the marketing manager wants to delete inactive customers from the mailing list, telemarketing needs the first name of each purchasing contact for handy phone reference, the list goes on. To accommodate the range of requests for this report, Dac gives you great flexibility with its dual sorting levels.

Date : 03/11/87
Time : 09:21 PM

Your Company's Name
4801 Spring Valley Road Building 110-B
Dallas, TX 75244   Phone (214) 458-0038

Page no. 1

Sorted by: Code   Customer Directory   Ranked by: Credit Limit

Code	Name/Contact/Address	Area Code	Phone	Dept.	Sales Person	Terms Disc %	Days	Due Day	Account Type	Credit Limit	Balance
C001	Crystal Palace, Inc. Mr. Louis Armstrong 3662 Robertson Freeway Dallas, TX 75243-0110	(214)	458-0038	01	JMHJ	2.00	10	30	Open Invoice	12000.00	2225.00
A001	Armand Hart, Inc. Mr. Armand Hart 4646 Main Street Dallas, TX 75234	(214)	434-3545	01	JMHJ	2.00	10	30	Open Invoice	10000.00	1142.75
A002	Arnold's Inc. Ms. Sylvia Carrars 655 Interstate Hwy 45 Houston, TX 72663	(713)	737-3872	01	LHJ	2.00	10	30	Open Invoice	10000.00	1441.00
J001	La Jolla Health Club Ms. Sauna Bath 7484 Lawrence Welk Drive San Diego, CA 92101-0010	(619)	231-8383	02	J006	2.00	10	30	Open Invoice	10000.00	13440.00
R001	The Raphael Hotel Mr. Raphael Hutchins 201 Delaware Street Chicago, IL 60611-0002	(312)	945-3000	01	KCH	2.00	10	30	Open Invoice	5000.00	0.00
M001	Martin Production, Inc. Mr. Alexander Pawn 7457 Frankford Ave Dallas, TX 75244-0001	(214)	867-6890	01	JMHJ	2.00	10	30	Open Invoice	5000.00	0.00
F001	Francis Limited Mr. Francis Earn 1388 Market Street San Francisco, CA 94103-0110	(415)	678-1191	02	J006	2.00	10	30	Open Invoice	1000.00	73952.00

LABELS

There are dozens of uses for adhesive labels and Dac-Easy gives you the sorting options to cover them all. Phone cards, lead cards, mailings, etc. You can sort on five different options including zip code which can save you money by mailing bulk rate (includes the new 4 digit extension if you need it). The labels are printed one across. You can adjust the height of the label to add more lines (the default is 6 lines per label). See the sample below:

```
Allstate Allowances, Inc
Mr. James All
5353 Carpenter
Los Angeles, CA   90123-0010
(213) 124-3332


Town North National Bank
Mr. Nolan Clemens
4801 Spring Valley Rd.
Dallas, TX   75244
(214) 484-3832


Carrasc Tilt Inc.
Ms. Sylvia Carrasc
6747 Preston Road
Dallas, TX   75234-0010
(214) 655-5455


Martin M. Inc
Mr. M Martin
7474 Central Expwy
Dallas, TX   75244-0010
(214) 443-2323


Rizzutti Agency
Mr. John Rizzutti
1234 Beltway
Dallas, TX   75248
(214) 434-3434


Southwestern Bell Telephone
(214) 458-0038
P.O. Box 49393
Dallas, TX   75238-0002
(214) 654-5454


Unique Widgets, Inc.
Ms. Sarah Widget
2532 Elm Street
Dallas, TX   75234-0010
(214) 233-2432
```

CUSTOMER STATISTICAL REPORT

This report is obtained through option 6 in the Forecasting menu. With it, you will begin to see the enormous power of Dac-Easy Accounting. Most accounting systems keep information on customers, vendors, inventory, and accounts for one year then archive it. We believe that through past trends you have the keys for better management, therefore, we save critical information for up to three years. This history not only allows you to review it but with Dac-Easy, you can automatically forecast with it using advanced methods such as trend line (also known as the least-square trend) method.

In the customer file we keep three years worth of data including each customer's Sales, Cost, and Profit. This type of information is invaluable. Just think, you can assign sales quotas by using the trend of your history by account and sorting the report by salesperson. Or you can forecast by salesperson from their own performance history. With the ability to sort by customer code, salesperson, or department, your options are unlimited. Although you can print costs and profits by customer, you can select not to print this information when you give a copy to your sales people.

Even greater use can be made of this rich historical information by sending it to Dac-Easy RePort for further report generation mixing other fields of data or by letting RePort send it to your favorite spreadsheet or database (we hope it's Dac-Easy Base). See the sample statistical report on the next page:

A c c o u n t s   R e c e i v a b l e   S t a t i s t i c a l   Y T D

Sorted by: Code

Code	Name		Yr.Bef.Last	Last Year	This Year	Forecast	Variance	%
A001	Armand Hart, Inc.	# Invoices	24	27	32	37	-5	-13
		$ Sales	19212	23054	25616	27665	-2049	-6
		$ Costs	10673	12808	14231	15650	-1419	-8
		$ Profit	8539	10246	11385	12015	-630	-4
A002	Arnold's Inc.	# Invoices	26	30	31	32	-1	-2
		$ Sales	41909	50291	24410	61467	-37057	-59
		$ Costs	22653	27185	12584	33225	-20641	-61
		$ Profit	19256	23106	11826	28242	-16416	-57
C001	Crystal Palace, Inc.	# Invoices	33	33	38	43	-5	-11
		$ Sales	44405	53818	52255	65120	-12865	-19
		$ Costs	22254	33541	36445	39485	-3040	-7
		$ Profit	22151	20277	15810	25635	-9825	-37
F001	Francis Limited	# Invoices	12	15	26	35	-9	-25
		$ Sales	53040	63662	107154	74354	32800	44
		$ Costs	26501	37551	39854	42335	-2481	-5
		$ Profit	26539	26111	67300	32019	35281	110
	Grand Total	# Invoices	95	105	127	147	-20	-13
		$ Sales	158566	190825	209435	228606	-19171	-7
		$ Costs	82081	111085	103114	130695	-27581	-20
		$ Profit	76485	79740	106321	97911	8410	9

ACCOUNTS PAYABLE REPORTS

The Accounts Payable reports are very similar to those explained in the previous section for customers. As in Accounts Receivable, you can choose among 5 sorts and 9 rankings (sub-sorts).

```
03/07/87                    ACCOUNTS PAYABLE STATEMENTS                    LHP
10:36 PM                       Your Company's Name


        Sort By :                          Rank By :

        1  Code                            1  Code
        2  Name                            2  Name
        3  Type                            3  Credit Limit
        4  Territory                       4  Credit Available
        5  Zip Code                        5  Balance
                                           6  Last Purchase Date
        Enter Your Selection :             7  Last Payment Date
                                           8  Purchase Units
                                           9  Purchase Dollars

                                           Enter Your Selection :




```

F1-Help   ESC-Exit

STATEMENTS

This routine is by far less important than receivable statements. As a matter of fact you don't normally print statements for vendors. However, we include this report because once in a while auditors, or even your vendor's auditors, ask for a vendor statement. For most other purposes it is better to print the vendor aging report.

AGING REPORT

The same power in the receivable aging is contained in the payable aging. With this report you will know the aging of what you need to pay and to plan accordingly. As in all other defaults, you have the option to change them. This report will help you keep your credit in good standing and helps manage your cash flow. The following screen and report will help illustrate the flexibility of this report:

```
03/07/87               ACCOUNTS PAYABLE AGING REPORT                    LHP
10:36 PM                    Your Company's Name


     Sorted by : Code                   Ranked by : Purchase Dollars

     From : (First Record)              From : -9999999.999
     To   : (Last Record)              To   : 99999999.999

                    Closing Date: 03/07/87
                    (D)etail or (S)ummary Report? D

                            From      To
                 Column   1:  9999 -    61
                          2:    60 -    31
                          3:    30 -     1
                          4:     0 -   -30
                          5:   -31 -   -60
                          6:   -61 -   -90
                          7:   -91 - -9999


F1-Help  ESC-Exit
```

Closing Date: 03/15/87   Codes:
Sorted by...: Code   A G I N G   R E P O R T   1 Invoice   4 - Payment
Ranked by...: Code   A C C O U N T S   P A Y A B L E   2 Credit   5 - Debit
: Not posted   3 Manual Check   6 - Discount Taken

Invoice #	Date	Due Date	Code	Amount	9999/1	0/-7	-8/-14	-15/-21	-22/-30	-31/-90	-91/-9999
4001	Allstate Allowances, Inc										
1223	02/08/87	03/10/87	1	1924.00	1924.00						
16643	02/27/87	03/29/87	1	775.00			775.00				
	Total			2699.00	1924.00	0.00	775.00	0.00	0.00	0.00	0.00
8001	Town North National Bank										
0387	03/01/87	03/31/87	1	1500.00				1500.00			
	Total			1500.00	0.00	0.00	0.00	1500.00	0.00	0.00	0.00
2001	Carrasc Tilt Inc.										
3483	03/15/87	04/14/87	1	3578.00					3578.00		
35858	03/15/87	04/14/87	1	3548.00					3548.00		
	Total			7126.00	0.00	0.00	0.00	0.00	7126.00	0.00	0.00
2001	Rizzutti Agency										
4843	03/15/87	04/14/87	1	5735.00					5735.00		
	Total			5735.00	0.00	0.00	0.00	0.00	5735.00	0.00	0.00
5001	Sandra Dair - Cashier										
0308	03/08/87	03/08/87	1	756.00	756.00						
	Total			756.00	756.00	0.00	0.00	0.00	0.00	0.00	0.00
5002	Southwestern Bell Telephone										
0320	03/08/87	03/20/87	1	875.00		875.00					
	Total			875.00	0.00	875.00	0.00	0.00	0.00	0.00	0.00
	Grand Total			18691.00	2680.00	875.00	775.00	1500.00	12861.00	0.00	0.00

VENDOR DIRECTORY

This directory has a great many uses. Your purchasing manager will need a directory to review terms and credit limits. You can also enter vendors to whom you need to send a 1099 at the end of the year. Set these up as a special TYPE and use the CONTACT field for the social security number. Although Dac-Easy does not print the 1099, you can send this information to a database using Dac-Easy RePort.

Sorted by: Name   Vendor Directory   Ranked by: Code

Code	Name/Contact/Address	Area Code	Phone	Type	State	Terms Disc %	Days	Due Day	Account Type	Credit Limit	Balance
A001	Allstate Allowances, Inc Mr. James All 5353 Carpenter Los Angeles, CA 90123-0010	(213)	124-3332	01	CA	2.00	10	30	Open Invoice	10000.00	775.00
B001	Town North National Bank Mr. Nolan Clemens 4801 Spring Valley Rd. Dallas, TX 75244	(214)	484-3832	02	TX	0.00	0	0	Open Invoice	0.00	1500.00
C001	Carrasc Tilt Inc. Ms. Sylvia Carrasc 6747 Preston Road Dallas, TX 75234-0010	(214)	655-5455	01	TX	2.00	10	30	Open Invoice	10000.00	0.00
M001	Martin M. Inc Mr. M Martin 7474 Central Expwy Dallas, TX 75244-0010	(214)	443-2323	01	TX	2.00	10	30	Open Invoice	10000.00	29763.50
R001	Rizzutti Agency Mr. John Rizzutti 1234 Beltway Dallas, TX 75248	(214)	434-3434	02	TX	2.00	10	30	Open Invoice	10000.00	5735.00
S001	Sandra Dair - Cashier Dallas, TX 75244	(214)	458-0038	02	TX	0.00	0	0	Open Invoice	0.00	756.00
S002	Southwestern Bell Telephone (214) 458-0038 P.O. Box 49393 Dallas, TX 75238-0002	(214)	654-5454	02	TX	0.00	0	0	Open Invoice	0.00	875.00

VENDOR LABELS

This routine will be used to print phone card labels for the purchasing agent and would be helpful if you send your company newsletter to your vendors. Use this feature, for example, if you close your company for vacations or holidays and you wish to mail a notice to all vendors to hold shipments. There are five sorting options. See the sample below:

```
Armand Hart, Inc.
Mr. Armand Hart
4646 Main Street
Dallas, TX   75234


Arnold's Inc.
Ms. Sylvia Carrars
655 Interstate Hwy 45
Houston, TX   72663


Crystal Palace, Inc.
Mr. Louis Armstrong
3662 Robertson Freeway
Dallas, TX   75243-0110


Francis Limited
Mr. Francis Earn
1388 Market Street
San Francisco, CA   94103-0110


La Jolla Health Club
Ms. Sauna Bath
7484 Lawrence Welk Drive
San Diego, CA   92101-0010


Laundry Services, Co.
Mr. Ernest White
4737 Chicago Blvd
Chicago, IL   60611-0011


Martin Production, Inc.
Mr. Alexander Pawn
7457 Frankford Ave
Dallas, TX   75244-0001
```

VENDOR STATISTICAL REPORT

This report will be a big help in negotiating with your vendors for the best prices and terms. With it you can quickly review the number of purchases and total dollar amount. They probably don't even know that. You can ask for a better price if you order less times to group orders, or because your forecast shows you will use more next year. Remember the time to ask for concessions is before increasing your purchases. This report can be sorted by CODE, TYPE, or TERRITORY. Remember, Dac-Easy does not print your 1099's for vendors but if you set up a TYPE code for 1099 forms, then this report can help you track your 1099 information.

Accounts Payable Statistical YTD

Sorted by: Code

Code	Name		Yr.Bef.Last	Last Year	This Year	Forecast	Variance	%
A001	Allstate Allowances, Inc	# Invoices	12	15	12	12	0	0
		$ Purchases	155831	165743	269901	250000	19901	8
B001	Town North National Bank	# Invoices	1	2	2	2	0	0
		$ Purchases	50000	100000	150000	100000	50000	50
C001	Carrasc Tilt Inc.	# Invoices	5	6	3	5	-2	-39
		$ Purchases	75582	65652	71260	65000	6260	10
	Grand Total	# Invoices	18	23	17	19	-2	-10
		$ Purchases	281413	331395	491161	415000	76161	18

INVENTORY REPORTS

If you are a business that is product-oriented, the better you control your inventory, the better your sales, profits, and payments will be. The reporting capabilities of inventory are substantial. The sorting and ranking options are almost unlimited in the four different reports available in options 10 through 13 of the Report menu. To review the sorting and ranking options, examine the following screen:

```
03/07/87                    PRODUCT LISTING                           LHP
10:37 PM                  Your Company's Name


     Sort By :                          Rank By :

     1  Inventory #                     1  Inventory #
     2  Description                     2  Description
     3  Department                      3  Sales Units
     4  Bin                             4  Sales Dollars
     5  Vendor                          5  Last Sales Date
                                        6  Purchase Units
                                        7  Purchase Dollars
     Enter Your Selection :             8  Last Purchase Date
                                        9  On Hand Units
                                        10 On Hand Dollars
                                        11 Profit
                                        12 Turns
                                        13 Gross Profit

                                        Enter Your Selection :


F1-Help   ESC-Exit
```

As you can see, there are five options for sorting. Once you have selected how you want your report sorted, select how you would like the sorted items ranked. For example, you can rank the products by profit and list them from the best producer to the worst, sorting by the inventory number or name. Just imagine the wealth of reports available. Want to know which departments have products that turn less than twice a year? No problem. Have a vendor calling on you today and you want to know which of his items that are doing less than $100 gross profit a year so you can drop them? No problem - just ask Dac-Easy. The possibilities are unlimited. Sort, rank, and ranges give you tremendous flexibility.

If you need to print every inventory item to analyze a few or just one, then you may never complete your task. In the case of inventory, too much information can be worse than none. That's why we designed this report function to give you just the information you need. Product quotas, marketing/promotion planning, purchase negotiations, price assignments, are all tasks that are a snap with Dac-Easy. Let us for the moment discuss the detailed benefits of each report.

PRODUCT LISTING

If printed by vendor, this report is the perfect product directory allowing you to know which products are delivered by whom. If printed by location, then it allows you to use it for auditing purposes. As you can see in the following example, the most usable fields in the product file can be found in this report:

```
Date : 03/11/87                    Your Company's Name                      Page no. 1
Time : 11:34 AM               4801 Spring Valley Road Building 110-B
                              Dallas, TX 75244   Phone (214) 458-0038


Sorted by: Vendor                           Product Listing                   Ranked by: Inventory #
              Description      Unit                    Last Sales Last Pur  Last Pur   Standard  Average
Inventory #   Dept  Bin  Vendor  Frac   Price  Minimum Reorder  Date      Date      Price      Cost      Cost
------------  --------------------  ----  ---------- ------ ------ -------- --------  ----------  ----------  ----------
1002          Widgets Model 2  each   50.000   100     50            03/20/87  25.000     0.000     25.000
              01    0002 M001   1
1003          Widgets Model 3  Doz    25.000    50     50            03/20/87  12.500     0.000     12.500
              02    0002 M001   12

              Subtotal M001  : 2


1001          Widgets Model 1  Case  100.000  1000    500           03/20/87  50.000     0.000     50.000
              01    0001 W001   24
1004          Widgets Model 4  Kilo   10.000   100     50            03/20/87   5.000     0.000      5.000
              01    0001 W001   1000
1005          Widgets Model 5  each   15.000   100    100            03/20/87   7.500     0.000      7.500
              02    0001 W001   1

              Subtotal W001  : 2


         Total Products : 5 records
```

PRODUCT PRICE LIST

This listing will be invaluable when your dealers change their prices because with Dac-Easy's flexible sorting options you can satisfy the needs of your salespeople, your customers, and your dealers. With 5 sorting and 13 ranking options (sub-sorts), the information is tremendous. Once sorted by the desired category for those products you wish to review, this report displays the product name, the unit of measure and fractions per unit, the department, location, vendor code, and whether or not the product is taxable. The last column is for unit cost which has its own unique feature, encoded pricing. Many times you wish to review your product list while with a customer and need to know the cost, but do not want to take a chance that the customer will see it. Or there are other times that your sales people will use this list and again you would like the costs to remain confidential. In these cases you can assign a code to the costs of your choosing by simply selecting an alphabetic character to represent the numbers 0 through 9. For example ABCDEFGHIJ = 1234567890 then $154.23 = AED.BC and only those people you wish to know the price will know it. If you want to see the real cost printed in this column simply enter 1234567890 in this field.

Date : 03/11/87　　　　　　　　　　Your Company's Name　　　　　　　　　　Page no. 1
Time : 11:35 AM　　　　　　　4801 Spring Valley Road Building 110-B
　　　　　　　　　　　　　　Dallas, TX 75244　　Phone (214) 458-0038

Sorted by: Department　　　　　　　　Product Price Listing　　　　　　　　Ranked by: Inventory #

Inventory #	Description	Unit	Frac	Dept	Bin	Vendor	Tax	Sales Price	Code
1001	Widgets Model 1	Case	24	01	0001	W001	Y	100.000	EJ.JJJ
1002	Widgets Model 2	each	1	01	0002	M001	Y	50.000	BE.JJJ
1004	Widgets Model 4	Kilo	1000	01	0001	W001	Y	10.000	E.JJJ
	Subtotal 01　　: 3								
1003	Widgets Model 3	Doz	12	02	0002	M001	Y	25.000	AB.EJJ
1005	Widgets Model 5	each	1	02	0001	W001	Y	15.000	G.EJJ
	Subtotal 02　　: 1								

Total Products : 5 records

PRODUCT ACTIVITY REPORT

The Product Activity report available through option 12 of the Reports menu, is the most valuable report for inventory purposes. It provides a listing by product sorted by almost any category and contains the most needed information for daily management of inventory such as: unit and fractions, unit sales price and cost, on-hand, purchases and sales year-to-date in units and dollars, the cost, profit, and the gross return on investment. This information can be sorted and ranked in any number of ways to give you the best information for making better purchases, better marketing decisions, and better financial decisions. The following sample will help illustrate:

```
Date : 03/11/87                      Your Company's Name                        Page no. 1
Time : 09:33 PM               4801 Spring Valley Road Building 110-B
                              Dallas, TX 75244   Phone (214) 458-0038
```

Inventory #	Description Dept Bin Vendor	Unit Frac	Unit Price Unit Cost	On Hand	Purch YTD	Sales YTD	Cost YTD	Profit YTD	Turns G.R.O.I.
Sorted by: Inventory #			Product Activity Report						**Ranked by: Profit**
1001	Widgets Model 1	Case	100.000	650.000	4200.000	3500.000			5.385
	01 0001 W001	24	0.000	32500.000	230846.000	325000.000	165800.000	159200.000	159200.000
1002	Widgets Model 2	each	50.000	150.000	2002.000	1675.000			11.167
	01 0002 M001	1	0.000	3750.000	40810.000	61894.000	36841.000	25053.000	25053.000
1004	Widgets Model 4	Kilo	10.000	30.000	2430.000	2350.000			78.333
	01 0001 W001	1000	0.000	150.000	12150.000	23000.000	11575.000	11425.000	11425.000
1005	Widgets Model 5	each	15.000	50.000	1425.000	1380.000			27.600
	02 0001 W001	1	0.000	375.000	10350.000	20112.000	10974.000	9138.000	9138.000
1003	Widgets Model 3	Doz	25.000	100.000	940.000	800.000			8.000
	02 0002 M001	12	0.000	1250.000	11880.000	18530.000	9570.000	8960.000	8960.000
	Grand Total :			38025.000	306036.000	448536.000	234760.000	213776.000	

PRODUCT ALERT REPORT

This report, which is available through option 13 in the Reports menu, is the perfect guide for preparing your purchase orders. Simply print it by vendor to determine what to buy and in what quantity. By printing the amount on order, this report solves the problem of duplicate orders. You can select this report by sorting options other than vendor but for purchasing decisions, vendor is the best. The following series of examples will demonstrate the alert report before and after the resulting purchase order which demonstrates the protection from order duplication.

```
Date : 03/08/87                        Your Company's Name                        Page no. 1
Time : 06:06 PM                  4801 Spring Valley Road Building 110-B
                                 Dallas, TX 75244   Phone (214) 458-0038


Sorted by: Vendor                      Product Alert Report                  Ranked by: Inventory #
                 Description          Unit
   Inventory #   Dept  Bin   Vendor   Frac  Available  Minimum    Under    On Order  Reorder    Price      Purchase
   ------------  --------------------  ----  ---------  ------   ---------  --------- ------   ---------- -----------
      1001       Widgets Model 1       Case   550.000    1000    450.000    500.000
                 01    0001  W001      24
      1003       Widgets Model 3       doz     35.000      50     15.000     50.000
                 01    0002  W001      12
      1004       Widgets Model 4       Kilo    23.000      50     27.000     52.000
                 01    0001  W001      1000

      Totals:                                                                                              0.000
```

```
Date : 03/31/87                        Your Company's Name                        Page no. 1
Time : 05:44 PM                  4801 Spring Valley Road Building 110-B
                                 Dallas, TX 75244   Phone (214) 458-0038


Sorted by: Vendor                      Product Alert Report                  Ranked by: Inventory #
                 Description          Unit
   Inventory #   Dept  Bin   Vendor   Frac  Available  Minimum    Under    On Order  Reorder    Price      Purchase
   ------------  --------------------  ----  ---------  ------   ---------  --------- ------   ---------- -----------
      1001       Widgets Model 1       Case   550.000    1000    450.000      0.000    500     46.000    23000.000
                 01    0001  W001      24
      1003       Widgets Model 3       doz     35.000      50     15.000      0.000     50     12.500      625.000
                 01    0002  W001      12
      1004       Widgets Model 4       Kilo    23.000      50     27.000      2.000     50      5.000      250.000
                 01    0001  W001      1000

      Totals:                                                                                            23875.000
```

INVENTORY STATISTICAL REPORT

This report is available by selecting option 12 in the Forecasting menu and gives you three years of historical information about each product - providing you with statistical and forecasting capabilities. You have the option to print this report with product costs, profits, dollar sales, units sales, and purchases in dollars and units. Its main strengths are in dealing with vendors in price negotiations (remember you are always more able to get price concessions before you increase your volume), planning promotions, setting sales quotas, etc. We will explain in the next section the tremendous advantages of forecasting products using the three-year history as a foundation. You even have the option to get three dimensional subtotals and totals when printing the report by location, or vendor because you have a total per product, per group, and a grand total for every category of information. Add the capabilities of Dac-Easy RePort, and your reporting possibilities are unlimited.

Inventory Statistical YTD

Sorted by: Department

Product #	Description		Yr.Bef.Last	Last Year	This Year	Forecast	Variance	%
1001	Widgets Model 1	# Units Sold	3512	3740	3562	5300	-41712	-32
		$ Sales	312580	328841	331200	530000	-198800	-37
		$ Costs	158635	170352	168900	243800	-74900	-30
		$ Profit	153945	158489	162299	286200	-123901	-42
		# Units Pur.	3520	3752	4200	5200	-24000	-18
		$ Purchases	125635	168582	230846	225347	5499	2
1002	Widgets Model 2	# Units Sold	1256	1508	1692	1858	-166	-8
		$ Sales	46418	55702	62694	68143	-5449	-7
		$ Costs	25125	31506	37266	41156	-3890	-8
		$ Profit	21293	24196	25427	26987	-1560	-5
		# Units Pur.	1390	1668	2002	2050	-48	-1
		$ Purchases	27795	33354	40810	42575	-1765	-3
	Total Department 01	# Units Sold	4768	5248	5254	7158	-1904	-26
		$ Sales	358998	384543	393894	598143	-204249	-33
		$ Costs	183760	201858	206166	284956	-78790	-27
		$ Profit	175238	182685	187728	313187	-125459	-39
		# Units Pur.	4910	5420	6202	7250	-1048	-13
		$ Purchases	153430	201936	271656	267922	3734	1
1003	Widgets Model 3	# Units Sold	570	601	805	750	660	7
		$ Sales	12534	14570	18648	17500	1148	7
		$ Costs	6500	7250	9632	8750	882	10
		$ Profit	6034	7320	9016	8750	266	3
		# Units Pur.	501	600	940	750	2280	25
		$ Purchases	5985	7255	11880	8557	3323	39
1005	Widgets Model 5	# Units Sold	985	1315	1390	1500	-110	-6
		$ Sales	13750	19787	20262	22500	-2238	-9
		$ Costs	6750	10125	11049	11250	-201	-1
		$ Profit	7000	9662	9213	11250	-2037	-17
		# Units Pur.	1000	1250	1425	1500	-75	-4
		$ Purchases	7500	8750	10350	11250	-900	-7
	Total Department 02	# Units Sold	1555	1916	2195	2250	-55	-1
		$ Sales	26284	34357	38910	40000	-1090	-2
		$ Costs	13250	17375	20681	20000	681	3
		$ Profit	13034	16982	18229	20000	-1771	-8
		# Units Pur.	1501	1850	2365	2250	115	5
		$ Purchases	13485	16005	22230	19807	2423	12
	Grand Total	# Units Sold	6323	7164	7449	9408	-1959	-20
		$ Sales	385282	418900	432804	638143	-205339	-31
		$ Costs	197010	219233	226847	304956	-78109	-25
		$ Profit	188272	199667	205957	333187	-127230	-37
		# Units Pur.	6411	7270	8567	9500	-933	-9
		$ Purchases	166915	217941	293886	287729	6157	2

INVENTORY MANAGING FUNCTIONS

This menu includes the routines which affect the pricing of your inventory items and your physical inventory. Proper control in both these areas is vital to an organization's financial health. The Inventory menu will appear as follows:

```
┌──────────────────────────────────────────────────────────────────────┐
│ 03/07/87              DAC EASY Accounting 2.0                    LHP   │
│ 10:15 PM              Your Company's Name                              │
├──────────────────────────────────────────────────────────────────────┤
│                                                                        │
│           INVENTORY MENU                                               │
│                                                                        │
│           1  Price Assignment                                          │
│           2  Print Count Sheets                                        │
│           3  Enter Physical Inventory                                  │
│           4  Print Physical-Perpetual Comparison Report                │
│           5  Post Adjustments                                          │
│                                                                        │
│           Enter your selection ==>                                     │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
└──────────────────────────────────────────────────────────────────────┘
 F1-Help  F3-File Utilities  F4-Change Date  ESC-Exit
```

PRICE ASSIGNMENT

Dac-Easy Accounting is the perfect management tool for controlling the price at which you sell your products. Pricing is not as simple as increasing all your products by 5% because you figure the average increases from vendors were 5% last year. Product prices must be analyzed from a variety of perspectives. With Dac-Easy these perspectives are quick and automatic, giving you the information you need to make proper pricing decisions based on how well a product is selling, its cost, the gross return on your investment in that product, and other variables. This section will explain this easy-to-use but vital process.

SELECTING CRITERIA FOR PRICING OPTIONS

```
┌─────────────────────────────────────────────────────────────────────┐
│ 03/07/87                    PRICE ASSIGNMENT                     LHP │
│ 10:15 PM                  Your Company's Name                        │
├─────────────────────────────────────────────────────────────────────┤
│                                                                       │
│    Sort By :                          Rank By :                       │
│                                                                       │
│    1  Inventory #                     1   Inventory #                 │
│    2  Description                     2   Description                 │
│    3  Department                      3   Sales Units                 │
│    4  Bin                             4   Sales Dollars               │
│    5  Vendor                          5   Last Sales Date             │
│                                       6   Purchase Units              │
│                                       7   Purchase Dollars            │
│    Enter Your Selection :             8   Last Purchase Date          │
│                                       9   On Hand Units               │
│                                       10  On Hand Dollars             │
│                                       11  Profit                      │
│                                       12  Turns                       │
│                                       13  Gross Profit                │
│                                                                       │
│                                       Enter Your Selection :          │
│                                                                       │
└─────────────────────────────────────────────────────────────────────┘
```

F1-Help   ESC-Exit

Dac-Easy Accounting allows multiple sorting options in all reports. This allows you to modify prices on those products with the best sales, the best turnover, etc. It is always better to have price increases on individual items rather than global increases because in the marketing process some items will not be affected by higher prices while others might need prices reductions to increase sales. Unfortunately many of your vendors will pass on a global price increase so don't make the same mistake because you will have to live with the slow moving inventory. Print a Product Activity report (routine 12 in the Reports menu) in different ranking options such as Profits, Sales, Units Sold, Turns, Purchases, etc. Then you have the facts to decide which products can accommodate a price increase so you can present the facts to your vendor (for the past three years which he probably won't have) to support your requests for price relief on some and larger increases on others. On those items that your vendor won't change you should review other vendors or consider dropping the item. If your customers won't buy a product because of the price, then you have to make the decision to drop that item or convince your vendor to adjust the price.

Dac-Easy allows increases in a flat dollar amount or in a percentage base. If you choose a flat dollar amount, that amount will be added to the last purchase price to give you a new selling price. If you select a percentage base (the most common) then the percentage entered is 0 to 99.99 (if increasing) or 0 to -99.99 (if decreasing). The calculation is with the "mark-up" and "mark-down" concept, which means if the cost is $10.00 and you enter 40% then the system will make the following calculation:
10/(1.00 - .40) = 10/.60 = 16.666 which gives you $10.00 if you multiply $16.67 by 60%.

Obviously a price of $16.67 is not logical and Dac-Easy provides a unique feature that allows you to modify the automatically calculated price once it has been displayed. In the example above you would simply change it to a more logical price of $16.69 or $16.99 if price is not a problem on this item.

All products selected in the activity report will be visible on the screen for applying the criteria to increase the price by a dollar amount or a percentage amount, both with the ability to modify the automatically calculated price. To simplify the process the system will default for the next product to the same method of increase an amount or percentage since it is common to use repetitive amounts. Naturally these can be changed. After you finish changing prices, the Product file will be updated for the next invoice. Be sure to inform your sales people that the price has increased to avoid any problems with your customers.

While processing price changes the screen will appear as follows:

```
┌──────────────────────────────────────────────────────────────────────────┐
│ 03/07/87                    PRICE  ASSIGNMENT                          LHP │
│ 10:15 PM                  Your  Company's  Name                            │
├──────────────────────────────────────────────────────────────────────────┤
│                                                                            │
│                                                                            │
│  Product #    Description      Price     Last Cost      % OR $    New Price│
│  ──────────   ──────────────   ───────   ─────────   ─ ────────   ─────────│
│  1001         Widgets Model 1  100.000    46.000  %    55.000      102.222 │
│  1002         Item Model 1002   50.000    25.000                           │
│  1003         Item Model 1003   25.000    13.000                           │
│  1004         New Widgets       10.000     4.500                           │
│  1005         Product Item 10   15.000     8.000                           │
│                                                                            │
│                                                                            │
│                                                                            │
│                                                                            │
│                                                                            │
│                                                                            │
│                                                                            │
└──────────────────────────────────────────────────────────────────────────┘
 F1-Help   ALT P-Print   ESC-Exit
```

PHYSICAL INVENTORY ENTRY

How often do you do a physical count of the items in your inventory? This question usually depends on how much confidence you have in your warehouse manager and in reality it should have nothing to do with the trust of your employees but with simple financial control. There are five good reasons to have frequent inventory counts:

1. Auditing purposes is the most common reason. It is important to know (not feel) if someone is stealing or being careless with your inventory. It is also important to have your CPA present during the year-end count so they can avoid any negative notations in your annual report. But equally important this audit gives you the adjustments to inventory you need to make in your general ledger and if that adjustment is large, to find out why.

2. Protecting your sales flow. Without the confidence of a periodic physical inventory, then you cannot have the confidence that your inventory properly reflects the products for sale.

3. Proper purchasing is only possible if you have confidence in the physical inventory. Lead times of vendors can cause lost sales if inventory levels shown in the books don't properly reflect physical levels.

4. Employee attitudes will always be better with frequent physical inspections because they become routine. Infrequent inspections make your employees feel you don't trust them. Frequent physical inventories become a part of business.

5. As a part of frequent inventory inspections it is wise to inspect only items that fit particular criteria rather than all items everytime. Naturally you will want to count all items at least once a year, but at other times you can select, with the powerful reporting capability of Dac-Easy, the exact products to count. Select only those products that have the best sales, or audit one vendor, or one location in the warehouse, etc.

All Physical Inventory routines are located in the Inventory Menu, selection 6 in the Main Menu.

PRINTING THE COUNT SHEETS

Dac-Easy has tremendous capablities for printing reports for an infinite number of purposes. Count sheets can be printed by Product Code, Product Description, Product Vendor, Product Location or Product Line or Department, and in each category you can select any type of range and the order you want them ranked. Suppose you want to print count sheets on vendor ABC, but want only those products which have inventory turns from 2.0 to 5.0 listed. Just those items would be listed. The following report is a sample count sheet and you will notice that the actual book inventory level (ACTUAL STOCK) is not displayed to force the person counting to actually count.

Sorted by: Inventory #   Count Sheets   Ranked by: Turns

Inventory #	Description	Unit	Frac	Dept	Bin	Vendor	Units	Fractions	Remarks
1004	Widgets Model 4	Kilo	1000	01	0001	W001	_____	._____	_____
1005	Widgets Model 5	each	1	02	0001	W001	_____	._____	_____
1002	Widgets Model 2	each	1	01	0002	M001	_____	._____	_____
1003	Widgets Model 3	Doz	12	02	0002	M001	_____	._____	_____
1001	Widgets Model 1	Case	24	01	0001	W001	_____	._____	_____

Total Products : 5 records

ENTER PHYSICAL INVENTORY

This routine allows you to enter the products that were recorded on the count sheets used for taking the physical inventory. This routine allows you to enter the same product several times in the case of a recount and allows you to enter negative numbers to make adjustments. This ability is important if you have multiple locations for the same product and those totals can be accumulated in this routine. To access this routine enter option 3 in the Inventory menu and the screen will display:

```
03/07/87                     PHYSICAL INVENTORY ENTRY                      LHP
10:19 PM                        Your Company's Name


                                        Previous
        Product #      Description        Count      Counted       Total
        ------------   ----------------  --------   --------     --------
        1001           Widgets Model 1001    0.00    100.00       100.00
        1001           Widgets Model 1001  100.00    434.00       534.00
```

F1-Help   F6-Delete line ESC-Exit

Enter the product code and its description will automatically be displayed for confirmation. Also shown will be a previous count (if any), enter the new count or adjustment (a minus sign is allowed) and a current total is displayed. You can access any product as many times as neccessary. Once you have finished entering the data, print a comparative report (book to physical comparison) for a review and recount any items that look strange in the comparative report.

PRINT THE PHYSICAL-PERPETUAL COMPARISON REPORT

This report will include only products entered in the Enter Physical Inventory routine. Be sure you have entered all products counted including those with no stock left. Also making sure this report prints in the same sorting and ranking criteria as your count sheets for easier comparison. It is a good practice to count the inventory twice by different people and if there are large variations then you would need a third count. The following is a sample Physical-Perpetual Comparison report:

Sorted by: Inventory #   Physical-Perpetual Comparison Report   Ranked by: Inventory #

Inventory #	Description	Unit	Frac	Dept	Bin	Vendor	Perpetual Units Frac	Physical Units Frac	Difference Units Frac	Remarks
1001	Widgets Model 1	Case	24	01	0001	W001	650.000	649.000	1.000	_____
1002	Widgets Model 2	each	1	01	0002	M001	150.000	148.000	2.000	_____
1003	Widgets Model 3	Doz	12	02	0002	M001	100.000	100.000	0.000	_____
1004	Widgets Model 4	Kilo	1000	01	0001	W001	30.000	30.000	0.000	_____
1005	Widgets Model 5	each	1	02	0001	W001	50.000	374.000	-324.000	_____

Total Products : 5 records

POST ADJUSTMENTS

This routine will update the Product file to the actual physical product stock of all the products counted and entered in routine 3 in the Inventory menu. Be sure you have printed the comparison report (explained previously) before running this routine. If you are sure everything is correct, make a backup of your files and call up routine 5 in the Inventory menu which will update the stock of each product counted and will generate the general ledger transaction (identified as IN plus MMDD for month-day) to maintain the general ledger inventory balance correctly. This transaction will normally have debits to the Cost of Goods Sold accounts and credits to the Inventory account for the products missing at their current cost. However, if there are more products than what the files show, then the transaction will be a debit to Inventory and a credit to the Cost of Goods Sold. The following is a sample of this transaction to the general ledger.

```
╔═══════════════════════════════════════════════════════════════════════╗
║                 GENERAL LEDGER TRANSACTION ENTRY                        ║
║  Journal.. :IN          Transaction #..:0307        Date..:03/07/87     ║
╟───────────────────────────────────────────────────────────────────────╢
║  Acct.#   Account Name          Description         Debit     Credit    ║
║                                                                         ║
║  5101    COGS Dept. 01      Physical Inventory Post  46.00              ║
║  11071   Inventory-Module   Physical Inventory Post            46.00    ║
║                                                                         ║
║                                                                         ║
║                                                                         ║
║                                                                         ║
║                                                                         ║
║                                                                         ║
║                                                                         ║
║                                                                         ║
╟─────────────────────────────────────┬─────────────────────────────────╢
║  Total Debits :     46.00           │  Total Credits :     46.00       ║
╚═════════════════════════════════════╧═════════════════════════════════╝
```
F1-Help F6-Delete tran F9-Auto entry F10-Process ALT D-Delete line

SERVICES

With Dac-Easy, not only do you have full-service billing capability, but also powerful reporting options.

SERVICE REPORT

By entering selection 14 of the Reports menu, you have the option to sort this report by one of three categories: CODE, DESCRIPTION, or DEPARTMENT. You may also sub-total this report by department or service type when required. The ability to rank with criteria both sales units (hours, minutes, etc.) and dollars gives you powerful reporting options. This way, you can print a report by department that gives you the services ranked by the largest income producers to the smallest. With this information you can make staffing changes when the trend is indicating that some services are growing and others are shrinking.

The Service report can also be used as a directory when you choose not to print the unit and dollar sales which can be shown to customers, etc. The following page shows examples of this report with and without sales information:

Sorted by: Service #   Service Report   Ranked by: Service #

Service #	Description	Unit	Frac	Dept	Price	Sales Units	Sales $
2001	Consulting	Hour	60	02	100.000	1980.000	198000.000
2002	On-Site Service	Hour	60	02	150.000	1615.000	242250.000
	Grand Total :						440250.000

Sorted by: Service #   Service Report   Ranked by: Service #

Service #	Description	Unit	Frac	Dept	Price
2001	Consulting	Hour	60	02	100.000
2002	On-Site Service	Hour	60	02	150.000
	Total Services : 2 records				

SERVICE STATISTICAL REPORT

Available by selecting option 12 in the Forecasting menu, this report gives you three years history on units (hours, services, etc.) and dollars by service and comparative analysis against a budget (if you created one) in both units and percent. You have the option to subtotal this report by department with a grand total. To be able to use this report you will need to enter the historical information or wait until Dac-Easy builds it automatically over the next three years. Either way once it is there you will be better able to evaluate and decide the right choices for your service business. The following is an example of this report.

```
Date : 03/11/87                    Your Company's Name                        Page no. 1
Time : 09:44 PM            4801 Spring Valley Road Building 110-B
                          Dallas, TX 75244   Phone (214) 458-0038


                          S e r v i c e   S t a t i s t i c a l   Y T D
Sorted by: Service #
Service #    Description                    Yr.Bef.Last Last Year This Year Forecast  Variance      %
------------ ------------------------------ ----------  ---------- ---------- ---------- ---------- -----
2001         Consulting          # Units Sold    100500    204900    118800    240000   -121200   -49
                                 $ Sales         125625    307350    198000    400000   -202000   -49

2002         On-Site Service     # Units Sold     21000     60000     96900     90000      6900     8
                                 $ Sales          26250     90000    242250    225000     17250     8


             Grand Total         # Units Sold      2025      4415      3595      5500     -1905   -34
                                 $ Sales          151875    397350    440250    625000   -184750   -29
```

FORECASTING

Your accounting information is at its most valuable use when used for forecasting. Many companies buy expensive programs to transfer their accounting data to other expensive programs such as spreadsheets just to be able to forecast the future based on the past.

With Dac-Easy Accounting you do not have to spend one penny more or any additional time to be able to forecast all kinds of information such as inventory usage, sales quotas, purchasing levels, financial budgets, etc. Dac-Easy not only automatically forecasts, but it also automatically gathers the history for up to three years to be used as the base for forecasting. Fast, accurate, automatic forecasting is one of the most unique features of Dac-Easy Accounting.

The Forecasting routine uses the information that results from your normal daily processing to create a rich statistical history on your principal files (G/L, A/R, A/P, Products, and Services) needed for budgeting, setting sales quotas, negotiating with vendors, forecasting inventory usage, etc. Three years of on-line history is used as a base for automatic calculations that are figured with the most desirable methods including trend line, % base from the previous year, trend, and same as previous year. Once you calculate, you have the ability to print reports for comparison to other forecasting methods for maximum "what if" scenarios.

AUTOMATIC CALCULATION METHODS AVAILABLE

To select the type of forecasting method, you will need to access a different routine for each type of file. Select routine 1 in the Forecasting menu to forecast Revenue and expense accounts in your general ledger, routine 4 for the Customer file, routine 7 for the Vendor file, and routine 10 for the Inventory file. In all files you have the option to calculate four different ways. See the screen on the following page:

```
┌─────────────────────────────────────────────────────────────────────┐
│ 03/11/87                    AR FORECAST CALCULATION              LHP  │
│ 09:51 PM                                                              │
├─────────────────────────────────────────────────────────────────────┤
│                                                                       │
│                                                                       │
│     Calculation Method :                  Sort By :                   │
│                                                                       │
│     1  Previous Year                      1  Code                     │
│     2  Previous Year +/- Pct              2  Department               │
│     3  Previous Year + Trend              3  Sales Person             │
│     4  Trend Line Analysis                                            │
│                                           Enter Your Selection :      │
│     Enter Your Selection :                                            │
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
└─────────────────────────────────────────────────────────────────────┘
 F1-Help  ESC-Exit
```

Method 1 - Previous Year: This option will take the amount accrued in the THIS YEAR
field in each record selected to forecast and will duplicate that same amount in the
FORECAST field. This method will apply when you expect to reach the same goals as
the previous year (current year). The following screen will demonstrate this option:

```
┌─────────────────────────────────────────────────────────────────────┐
│ 03/11/87                 CUSTOMER FILE MAINTENANCE              LHP   │
│ 09:55 PM                   Your Company's Name                        │
├─────────────────────────────────────────────────────────────────────┤
│   Customer Code :  C001                   O=Open B=Bal.Fwd.:  0       │
│   Name          :  Crystal Palace, Inc.   Sales Person    :  JMHJ     │
│   Contact       :  Mr. Louis Armstrong    G/L Department:     01      │
│   Address       :  3662 Robertson Freeway Discount %      :   2.00    │
│   City          :  Dallas        State :  TX Discount Days :    10    │
│   Zip Code      :  75243-0110 Tel : (214)458-0038 Due days :    30    │
│                                           Message Code    :   1       │
│   Credit Limit     :      12000.00                                    │
│   Credit Available :       9775.00 Current Balance   :      2225.00   │
│   Last Sale Date   : 01/08/87      Last Payment Date :   03/20/87     │
│   Month Int. Rate  :   1.50        Sales Tax Rate    :   7.250        │
│                                                                       │
│  ════════════════════════ STATISTICAL INFORMATION ═══════════════════│
│                                                                       │
│              Yr.Bef.Lst Last Year This Year  Forecast  Variance   %   │
│   # Invoices :    33        33       38         38        0     0.0   │
│   $ Sales   :   44405     53818    52255      52255       0     0.0   │
│   $ Costs   :   22254     33541    36445      36445       0     0.0   │
│   $ Profit  :   22151     20277    15810      15810       0     0.0   │
└─────────────────────────────────────────────────────────────────────┘
 F1-Help  F6-Delete  F10-Process  ESC-Exit
```

Method 2 - Previous Year +/- Percentage: This is the most commonly used method of forecasting. With it you will simply select a range (or all) of customers, vendors, products, or accounts and assign a percentage of increase or decrease that you think will happen for the next year. Your forecasting will be more accurate if you do not apply the same % growth to all customers, vendors, etc., rather look at individuals or groups (ranges) and calculate each to their own criteria. The following screen will show the sample used above with a 10% increase from the previous year.

```
03/11/87                 CUSTOMER FILE MAINTENANCE                      LHP
09:55 PM                   Your Company's Name

   Customer Code :   COO1                    O=Open B=Bal.Fwd.:   0
   Name          :   Crystal Palace, Inc.    Sales Person  :   JMHJ
   Contact       :   Mr. Louis Armstrong     G/L Department:   01
   Address       :   3662 Robertson Freeway  Discount %    :   2.00
   City          :   Dallas        State :  TX  Discount Days :   10
   Zip Code      :   75243-0110 Tel : (214)458-0038 Due days   :   30
                                             Message Code  :   1
   Credit Limit      :        12000.00
   Credit Available  :         9775.00 Current Balance  :         2225.00
   Last Sale Date    :  01/08/87      Last Payment Date :   03/20/87
   Month Int. Rate   :    1.50        Sales Tax Rate   :    7.250

   =============== STATISTICAL INFORMATION ================

                Yr.Bef.Lst Last Year This Year  Forecast  Variance    %
   # Invoices :       33        33       38        42        4       10.5
   $ Sales    :     44405     53818    52255     57481     5226      10.0
   $ Costs    :     22254     33541    36445     40090     3645      10.0
   $ Profit   :     22151     20277    15810     17391     1581      10.0

F1-Help  F6-Delete  F10-Process  ESC-Exit
```

Method 3 - Previous Year Plus Trend: For this process to calculate you must have at least two years of data already created in your files (either entered manually or created over\time by Dac-Easy). The calculation method is to take the trend between the THIS YEAR field minus the LAST YEAR field and add (or subtract) the sum to the THIS YEAR field. If the total difference is negative, the system will convert the amount to 0 because you can't spend -$3000 in advertising, etc.

The principal benefit of the trend method is that it is a more accurate method than the % base because different areas such as revenue and costs reflect their true trend rather than the same % being applied to both which would make the forecast too pat. The following screen shows the same product forecasted with the Previous Year + Trend option:

```
┌────────────────────────────────────────────────────────────────────────┐
│ 03/11/87              CUSTOMER FILE MAINTENANCE                   LHP     │
│ 09:56 PM                 Your Company's Name                              │
╞══════════════════════════════════════════════════════════════════════════╡
│  Customer Code  :  C001                  O=Open B=Bal.Fwd.:  0            │
│  Name           :  Crystal Palace, Inc.     Sales Person   :  JMHJ        │
│  Contact        :  Mr. Louis Armstrong      G/L Department :  01          │
│  Address        :  3662 Robertson Freeway   Discount %     :    2.00      │
│  City           :  Dallas       State : TX  Discount Days  :     10       │
│  Zip Code       :  75243-0110 Tel : (214)458-0038 Due days :     30       │
│                                             Message Code   :  1           │
│  Credit Limit       :        12000.00                                     │
│  Credit Available  :         9775.00 Current Balance    :        2225.00  │
│  Last Sale Date    :  01/08/87      Last Payment Date :   03/20/87        │
│  Month Int. Rate   :     1.50       Sales Tax Rate    :     7.250         │
╞═══════════════════ STATISTICAL INFORMATION ═════════════════════════════╡
│               Yr.Bef.Lst Last Year This Year  Forecast  Variance    %     │
│  # Invoices :      33        33       38         43        5      13.2    │
│  $ Sales    :   44405     53818    52255      50692     -1563     -3.0    │
│  $ Costs    :   22254     33541    36445      39349      2904      8.0    │
│  $ Profit   :   22151     20277    15810      11343     -4467    -28.3    │
└────────────────────────────────────────────────────────────────────────┘
 F1-Help  F6-Delete  F10-Process  ESC-Exit
```

Method 4 - Trend Line Analysis: This the most accurate method of forecasting and thus the reason for our recommending its use. The method is figured using a straight line method (under the least square method) over three points (three years data) to forecast the next point (year). This method is one of the most complicated to figure manually and in a spreadsheet (takes a long time to enter the formula) but with Dac-Easy it is as easy as pressing one key to get instant Trend Line Analysis of your sales quotas, budgets, inventory usage, etc.

Once you have entered your historical data (or Dac-Easy has created it over time) then this method will become invaluable. You will for the first time have accurate looks into the future on how much inventory you will use, how much to purchase, what your customers should buy, what your salespeople should sell, what your revenue and expenses will probably be, etc., all without guessing with the typical "figure 5% above last year" methods. The screen on the opposite page demonstrates the same product using the Trend Line Analysis method:

```
 03/11/87                CUSTOMER FILE MAINTENANCE                     LHP
 09:58 PM                  Your Company's Name

   Customer Code :   C001              O=Open B=Bal.Fwd.:   O
   Name          :   Crystal Palace, Inc.     Sales Person  :   JMHJ
   Contact       :   Mr. Louis Armstrong      G/L Department:   01
   Address       :   3662 Robertson Freeway   Discount %    :     2.00
   City          :   Dallas        State :  TX Discount Days :       10
   Zip Code      :   75243-0110 Tel : (214)458-0038 Due days  :       30
                                             Message Code  :   1

   Credit Limit      :        12000.00
   Credit Available  :         9775.00 Current Balance   :       2225.00
   Last Sale Date    :  01/08/87      Last Payment Date :    03/20/87
   Month Int. Rate   :     1.50        Sales Tax Rate    :     7.250

                         STATISTICAL INFORMATION

                 Yr.Bef.Lst Last Year This Year  Forecast  Variance      %
   # Invoices :      33        33        38        40         2      5.3
   $ Sales    :    44405     53818     52255     58009      5754     11.0
   $ Costs    :    22254     33541     36445     44938      8493     23.3
   $ Profit   :    22151     20277     15810     13072     -2738    -17.3

 F1-Help  F6-Delete  F10-Process  ESC-Exit
```

If you choose to forecast monthly data, then you can transfer your monthly data to your favorite spreadsheet by using Dac-Easy RePort.

FORECASTING REPORTS

All the information you can forecast can be printed for comparisons and review before deciding which forecast you want to use. We recommend you print the forecast report before you begin experimenting with different calculation methods to evaluate how you want to proceed. If you are using Dac-Easy Mate you have the option to print these reports to the screen for review.

In your Product and Customer files you have the option to print the forecast report without costs and profits if you intend to show the reports to your sale people. Naturally you don't want them to know your product's cost or how much profit their customers contribute. The choice to print out cost and profit is, however, up to you.

Next we will show a sample of the forecasting report with cost and profits. By reviewing this sample you should begin to understand the tremendous benefits that can be derived from the use of the unique Forecasting module of Dac-Easy Accounting.

Accounts Receivable Forecast

Sorted by: Code

Code	Name		Yr.Bef.Last	Last Year	This Year	Forecast	Variance	%
A001	Armand Hart, Inc.	# Invoices	24	27	32	36	4	13
		$ Sales	19212	23054	25616	29031	3415	13
		$ Costs	10673	12808	14231	16128	1897	13
		$ Profit	8539	10246	11385	12902	1517	13
A002	Arnold's Inc.	# Invoices	26	30	31	34	3	10
		$ Sales	41909	50291	24410	21371	-3039	-11
		$ Costs	22653	27185	12584	10738	-1846	-14
		$ Profit	19256	23106	11826	10632	-1194	-9
C001	Crystal Palace, Inc.	# Invoices	33	33	38	40	2	5
		$ Sales	44405	53818	52255	58009	5754	11
		$ Costs	22254	33541	36445	44937	8492	23
		$ Profit	22151	20277	15810	13071	-2739	-16
F001	Francis Limited	# Invoices	12	15	26	32	6	23
		$ Sales	53040	63662	107154	128733	21579	20
		$ Costs	26501	37551	39854	47988	8134	20
		$ Profit	26539	26111	67300	80745	13445	20
	Grand Total	# Invoices	95	105	127	142	15	12
		$ Sales	158566	190825	209435	237144	27709	13
		$ Costs	82081	111085	103114	119791	16677	16
		$ Profit	76485	79740	106321	117353	11032	10

END OF PERIOD ROUTINES

This menu (option 9 in the main menu) is used to close a period (usually a month) and prepare the accounting for the current period. This section will explain the purposes of this routine and when it should be run. Be sure you have a back-up before running this routine in case of a hardware or power failure. Since there are several routines in the End Period process you may wish to make just one back-up instead of creating one prior to running each routine. If you make just one back-up and a power or hardware failure occurs during any routine you must run all routines again.

```
┌──────────────────────────────────────────────────────────────────────┐
│ 03/07/87                  DAC EASY Accounting 2.0               LHP    │
│ 10:24 PM                    Your Company's Name                        │
├──────────────────────────────────────────────────────────────────────┤
│                       END PERIOD PROCESS MENU                          │
│                                                                        │
│    GENERAL LEDGER                      ACCOUNTS PAYABLE                 │
│                                                                        │
│    1  End Month Process                5  End Month Process            │
│    2  End Year Process                 6  End Year Process             │
│                                                                        │
│                                                                        │
│    ACCOUNTS RECEIVABLE                 INVENTORY/SERVICES              │
│                                                                        │
│    3  End Month Process                7  End Year Process             │
│    4  End Year Process                                                  │
│                                                                        │
│                                                                        │
│                    Enter your selection ==>                            │
│                                                                        │
│                                                                        │
└──────────────────────────────────────────────────────────────────────┘
  F1-Help  F3-File Utilities  F4-Change Date  ESC-Exit
```

ACCOUNTS RECEIVABLE: END OF MONTH PROCESS

The purpose of this routine is to clean out the Open Invoice file and remove transactions that have been paid, or to group all balance forward amounts into one balance. You should run this routine immediately after calculating finance charges and printing monthly statements (you need all the data for these reports). Print your Aging report after you have cleaned the files to keep it shorter.

You can run the routine independently of the general ledger. This is an important feature of Dac-Easy, because you can keep all sub-modules (A/R, A/P, and Inventory) up-to-the-minute without closing the month within the general ledger. You will be able to run the routine for a range of customer codes. This is a great feature if your business has more than one collection cycle, because you can print your statements at different times in the month for different customers.

BALANCE FORWARD CUSTOMERS
When you run this routine for balance forward customers, the system takes all payments and credits and applies them to the oldest outstanding balance. Any money remaining is then applied to the next oldest month until the current month is reached. All invoices will then be deleted to create only one outstanding balance for the month. If payments are larger than the total balance, the remainder will be kept as an advance.

OPEN INVOICE CUSTOMERS
When you run this routine for open invoice customers, the system will calculate the net balance for each outstanding invoice and remove paid invoices from the file. All invoices with balances different from zero will remain in the file with all respective transactions. The following two aging reports should help illustrate what happens before and after posting the end month process.

Your Company's Name
4801 Spring Valley Road Building 110-B
Dallas, TX 75244   Phone (214) 458-0038

Closing Date: 03/30/87   Codes:
Sorted by...: Code   A G I N G   R E P O R T   1 Invoice   4 - Payment
Ranked by...: Profit   A C C O U N T S   R E C E I V A B L E   2 Debit   5 - Credit
* Not posted   3 Finance Charge 6 - Discount Taken

Invoice #	Date	Due Date	Code	Amount	9999/61	60/31	30/1	0/-30	-31/-60	-61/-90	-91/-9999
A002	Arnold's Inc.										
00036	02/11/87	03/13/87	1	1000.00							
	03/20/87		4	975.00-							
	03/08/87		5	25.00-							
00045	03/01/87	03/31/87	1	1466.00							
	03/20/87		4	25.00-				1441.00			
	Total			1441.00	0.00	0.00	0.00	1441.00	0.00	0.00	0.00

Your Company's Name
4801 Spring Valley Road Building 110-B
Dallas, TX 75244   Phone (214) 458-0038

Closing Date: 04/01/87   Codes:
Sorted by...: Code   A G I N G   R E P O R T   1 Invoice   4 - Payment
Ranked by...: Profit   A C C O U N T S   R E C E I V A B L E   2 Debit   5 - Credit
* Not posted   3 Finance Charge 6 - Discount Taken

Invoice #	Date	Due Date	Code	Amount	9999/61	60/31	30/1	0/-30	-31/-60	-61/-90	-91/-9999
A002	Arnold's Inc.										
00045	03/01/87	03/31/87	1	1466.00							
	03/20/87		4	25.00-			1441.00				
	Total			1441.00	0.00	0.00	1441.00	0.00	0.00	0.00	0.00

ACCOUNTS RECEIVABLE: END YEAR PROCESS

Run this routine only after the forecasting process has been finished and approved so you won't lose the opportunity to use automatic forecasting.

The purpose of this routine is to update the customer's historical records. Once the forecast routines have been run, the End Year process will move this year's data to the LAST YEAR fields, the last year's data to the YEAR BEFORE LAST field, and the previous year-before-last's data will be erased (save a copy for archival purposes). The THIS YEAR field is now empty and ready for the new year's data. It is important that you run this routine before you process any new accounts receivable or billing transactions to avoid mixing the data. The following examples show a customer's data before and after running this routine.

```
┌─────────────────────────────────────────────────────────────────────────────┐
│ 03/11/87              CUSTOMER FILE MAINTENANCE                          LHP │
│ 10:08 PM                Your Company's Name                                  │
╞═════════════════════════════════════════════════════════════════════════════╡
│   Customer Code :  C001                  O=Open B=Bal.Fwd.:  0               │
│   Name          :  Crystal Palace, Inc.      Sales Person  :  JMHJ          │
│   Contact       :  Mr. Louis Armstrong       G/L Department:  01            │
│   Address       :  3662 Robertson Freeway    Discount %    :  2.00          │
│   City          :  Dallas         State :  TX Discount Days :    10         │
│   Zip Code      :  75243-0110 Tel : (214)458-0038 Due days  :    30         │
│                                              Message Code   :  1            │
│   Credit Limit      :      12000.00                                          │
│   Credit Available  :       9775.00 Current Balance  :        2225.00       │
│   Last Sale Date    :  01/08/87     Last Payment Date :   03/20/87          │
│   Month Int. Rate   :   1.50        Sales Tax Rate    :   7.250             │
│                                                                             │
│ ══════════════════════ STATISTICAL INFORMATION ═══════════════════════════ │
│                                                                             │
│               Yr.Bef.Lst Last Year This Year  Forecast  Variance     %      │
│ # Invoices :        33        33        38        40         2       5.3    │
│ $ Sales    :     44405     53818     52255     58009      5754      11.0    │
│ $ Costs    :     22254     33541     36445     44938      8493      23.3    │
│ $ Profit   :     22151     20277     15810     13072     -2738     -17.3    │
└─────────────────────────────────────────────────────────────────────────────┘
F1-Help  F6-Delete  F10-Process  ESC-Exit
```

```
03/11/87                CUSTOMER FILE MAINTENANCE                      LHP
10:08 PM                   Your Company's Name
═══════════════════════════════════════════════════════════════════════════
   Customer Code  :   C001              O=Open B=Bal.Fwd.:   0
   Name           :   Crystal Palace, Inc.    Sales Person   :   JMHJ
   Contact        :   Mr. Louis Armstrong     G/L Department:   01
   Address        :   3662 Robertson Freeway  Discount %     :   2.00
   City           :   Dallas         State :  TX Discount Days :   10
   Zip Code       :   75243-0110 Tel : (214)458-0038 Due days :   30
                                             Message Code   :   1
   Credit Limit      :         12000.00
   Credit Available  :          9775.00 Current Balance  :        2225.00
   Last Sale Date    :  01/08/87      Last Payment Date :    03/20/87
   Month Int. Rate   :    1.50        Sales Tax Rate    :     7.250

═══════════════════════ STATISTICAL INFORMATION ═══════════════════════

               Yr.Bef.Lst Last Year This Year  Forecast  Variance     %
# Invoices :        33        38         0        40        40     100.0
$ Sales    :     53818     52255         0     58009     58009     100.0
$ Costs    :     33541     36445         0     44938     44938     100.0
$ Profit   :     20277     15810         0     13072     13072     100.0
═══════════════════════════════════════════════════════════════════════════

F1-Help  F6-Delete  F10-Process  ESC-Exit
```

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ACCOUNTS PAYABLE: END OF MONTH AND END OF YEAR

The accounts payable End of Month and End of Year have the same effect on the Vendor file and the Vendor Open Invoice file that the Accounts Receivable End of Month and End of Year routines had on the Customer file. The following examples of a vendor aging report before and after the End of Month, will help illustrate this point:

```
Date : 03/30/87                          Your Company's Name                          Page no. 1
Time : 06:40 AM                   4801 Spring Valley Road Building 110-B
                                  Dallas, TX 75244   Phone (214) 458-0038


Closing Date: 03/30/87                                              Codes:
Sorted by...: Code                   A G I N G    R E P O R T       1 Invoice      4 - Payment
Ranked by...: Purchase Dollars       A C C O U N T S    P A Y A B L E   2 Credit   5 - Debit
* Not posted                                                        3 Manual Check 6 - Discount Take

Invoice # Date     Due Date Code  Amount  9999/61    60/31     30/1     0/-30    -31/-60   -61/-90  -91/-9999
--------- -------- -------- -  --------- --------- --------- --------- --------- --------- --------- ---------

A001      Allstate Allowances, Inc
--------- -------------------------------

1223      02/08/87 03/10/87  1   1924.00
          03/18/87           4   1924.00-
46643     02/27/87 03/29/87  1    775.00                        775.00
                                 --------- --------- --------- --------- --------- --------- --------- ---------
          Total                   775.00    0.00      0.00     775.00     0.00      0.00      0.00      0.00



Date : 04/01/87                          Your Company's Name                          Page no. 1
Time : 06:46 AM                   4801 Spring Valley Road Building 110-B
                                  Dallas, TX 75244   Phone (214) 458-0038


Closing Date: 04/01/87                                              Codes:
Sorted by...: Code                   A G I N G    R E P O R T       1 Invoice      4 - Payment
Ranked by...: Balance                A C C O U N T S    P A Y A B L E   2 Credit   5 - Debit
* Not posted                                                        3 Manual Check 6 - Discount Take

Invoice # Date     Due Date Code  Amount  9999/61    60/31     30/1     0/-30    -31/-60   -61/-90  -91/-9999
--------- -------- -------- -  --------- --------- --------- --------- --------- --------- --------- ---------

A001      Allstate Allowances, Inc
--------- -------------------------------
46643     02/27/87 03/29/87  1    775.00                        775.00
                                 --------- --------- --------- --------- --------- --------- --------- ---------
          Total                   775.00    0.00      0.00     775.00     0.00      0.00      0.00      0.00
```

The next example (Vendor file) will help illustrate the affect of running the End of Year routine:

```
┌─────────────────────────────────────────────────────────────────────────┐
│ 03/11/87              VENDOR FILE MAINTENANCE                        LHP  │
│ 10:08 PM                 Your Company's Name                             │
╞═════════════════════════════════════════════════════════════════════════╡
│   Vendor Code    :  C001              O=Open B=Bal.Fwd.:   O             │
│   Name           :  Carrasc Tilt Inc.     Territory    :   TX           │
│   Contact        :  Ms. Sylvia Carrasc    Type         :   O1           │
│   Address        :  6747 Preston Road     Discount %   :    2.00        │
│   City           :  Dallas        State :   TX  Discount Days :    10    │
│   Zip Code       :  75234-0010 Tel : (214)655-5455 Due days   :    30    │
│                                           Message Code  :   2           │
│   Credit Limit      :        10000.00                                    │
│   Credit Available  :        10000.00 Current Balance   :        0.00    │
│   Last Purch. Date :   03/15/87      Last Payment Date :    03/18/87     │
│                                      Sales Tax Rate    :     0.000       │
│                                                                          │
│                 ═══════ STATISTICAL INFORMATION ═══════                  │
│                                                                          │
│                  Yr.Bef.Lst Last Year This Year  Forecast  Variance   %  │
│   # Invoices :        5         6         3          5         2    66.7 │
│   $ Purchase :      75582     65652     71260     65000     -6260   -8.8 │
│                                                                          │
└─────────────────────────────────────────────────────────────────────────┘
```
F1-Help F6-Delete F10-Process ESC-Exit

```
┌─────────────────────────────────────────────────────────────────────────┐
│ 03/11/87              VENDOR FILE MAINTENANCE                        LHP  │
│ 10:08 PM                 Your Company's Name                             │
╞═════════════════════════════════════════════════════════════════════════╡
│   Vendor Code    :  C001              O=Open B=Bal.Fwd.:   O             │
│   Name           :  Carrasc Tilt Inc.     Territory    :   TX           │
│   Contact        :  Ms. Sylvia Carrasc    Type         :   O1           │
│   Address        :  6747 Preston Road     Discount %   :    2.00        │
│   City           :  Dallas        State :   TX  Discount Days :    10    │
│   Zip Code       :  75234-0010 Tel : (214)655-5455 Due days   :    30    │
│                                           Message Code  :   2           │
│   Credit Limit      :        10000.00                                    │
│   Credit Available  :        i0000.00 Current Balance   :        0.00    │
│   Last Purch. Date :   03/15/87      Last Payment Date :    03/18/87     │
│                                      Sales Tax Rate    :     0.000       │
│                                                                          │
│                 ═══════ STATISTICAL INFORMATION ═══════                  │
│                                                                          │
│                  Yr.Bef.Lst Last Year This Year  Forecast  Variance   %  │
│   # Invoices :        6         3         0          5         5   100.0 │
│   $ Purchase :      65652     71260       0      65000     65000   100.0 │
│                                                                          │
└─────────────────────────────────────────────────────────────────────────┘
```
F1-Help F6-Delete F10-Process ESC-Exit

INVENTORY AND SERVICE END OF YEAR PROCESS

These two files share the same End of Year process, the purpose of which is to remove the historical data, thus leaving space for the new year's data. This was previously explained using the customer file. The following two screens show the before and after effect on a product:

```
┌─────────────────────────────────────────────────────────────────────────────┐
│ 03/11/87              PRODUCT FILE MAINTENANCE                           LHP │
│ 10:09 PM                Your Company's Name                                  │
╞═════════════════════════════════════════════════════════════════════════════╡
│  Product Code : 1001            Description : Widgets Model 1                │
│  Measure     : Case Fraction :     24 Dept.:01   Bin: 0001  Vendor :W001    │
│  Sale Price   :     100.000  Taxable (Y/N) : Y  Last Sale Date   :           │
│  Minimum     :    1000  Reorder :    500        Last Purch. Date : 03/20/87 │
│  Lst.Purch.Price :      50.000 Std. Cost :       0.000 Avg. Cost :    50.000 │
│                                                                             │
│  On Hand    Units :       649.000  Dollars :       32500.000                │
│  Committed Units :        62.000                                            │
│  On Order   Units :         0.000                                           │
│ ══════════════════════════ STATISTICAL INFORMATION ═══════════════════════ │
│                  Yr.Bef.Lst Last Year This Year  Forecast  Variance    %    │
│  Units Purch. :      3520      3752     4200       5200      1000    23.8   │
│  $ Purchase   :    125635    168582   230846     225347     -5499    -2.4   │
│  Units Sold   :      3512      3740     3500       5300      1800    51.4   │
│  $ Sales      :    312580    328841   325000     530000    205000    63.1   │
│  $ Cost       :    158635    170352   165800     243800     78000    47.0   │
│  $ Profit     :    153945    158489   159200     286200    127000    79.8   │
│  Times Turn   :       1.0       1.0      0.8        1.0         0     0.0   │
│  Gross Return :     28448     27503    29520      35046      5526    18.7   │
└─────────────────────────────────────────────────────────────────────────────┘
F1-Help  F6-Delete  F10-Process  ESC-Exit
```

```
┌─────────────────────────────────────────────────────────────────────────────┐
│ 03/11/87              PRODUCT FILE MAINTENANCE                           LHP │
│ 10:09 PM                Your Company's Name                                  │
╞═════════════════════════════════════════════════════════════════════════════╡
│  Product Code : 1001            Description : Widgets Model 1                │
│  Measure     : Case Fraction :     24 Dept.:01   Bin: 0001  Vendor :W001    │
│  Sale Price   :     100.000  Taxable (Y/N) : Y  Last Sale Date   :           │
│  Minimum     :    1000  Reorder :    500        Last Purch. Date : 03/20/87 │
│  Lst.Purch.Price :      50.000 Std. Cost :       0.000 Avg. Cost :    50.000 │
│                                                                             │
│  On Hand    Units :       649.000  Dollars :       32500.000                │
│  Committed Units :        62.000                                            │
│  On Order   Units :         0.000                                           │
│ ══════════════════════════ STATISTICAL INFORMATION ═══════════════════════ │
│                  Yr.Bef.Lst Last Year This Year  Forecast  Variance    %    │
│  Units Purch. :      3752      4200        0       5200      5200   100.0   │
│  $ Purchase   :    168582    230846        0     225347    225347   100.0   │
│  Units Sold   :      3740      3500        0       5300      5300   100.0   │
│  $ Sales      :    328841    325000        0     530000    530000   100.0   │
│  $ Cost       :    170352    165800        0     243800    243800   100.0   │
│  $ Profit     :    158489    159200        0     286200    286200   100.0   │
│  Times Turn   :       1.0       0.8        0        1.0       1.0   100.0   │
│  Gross Return :     27503     29520        0      35046     35046   100.0   │
└─────────────────────────────────────────────────────────────────────────────┘
F1-Help  F6-Delete  F10-Process  ESC-Exit
```

GENERAL LEDGER: END OF PERIOD ROUTINES

The End-of-Period routines are very important to the General Ledger files and have a big impact on your accounting. It is important you understand this process as well as secure its use from unauthorized persons by using the password system. Also it is critical that you have a back-up of your files to protect your data in the case of hardware or power failure and for archival purposes. Save this on a new disk. Keep it from being used again for other back-ups so you don't lose the data.

GENERAL LEDGER: END OF MONTH

As previously explained, you have the option of keeping several months open at one time with Dac-Easy while the current month receives transactions. This way, you can enter adjustments or corrections to the unclosed period before running the financial statements for review and approval.

To avoid mixing data from the different months, do not run the posting routine for the current period. However, since you might have entered transactions for an older period (normally in the G/L transaction entry routine), you would need to post only those before your financial statements would be complete. Once you are sure that everything is accurate, you are ready to run the End Month process. Dac-Easy will ask for a closing date which should be the last day of the month you are closing. If any unposted transactions exist for the date entered or before, the system will alert you of this and abort the process.

The End of Month process removes from the General Ledger transaction file all posted transactions (usually from the closed period). After all the posted transactions are removed, this routine will move the CURRENT BALANCE data to the PREVIOUS BALANCE field in all accounts leaving the THIS PERIOD BALANCE field zero ready to accept new entries. No transaction can be removed from the file without first being posted, thus you can't lose information.

The following screen demonstrates the effect on an account before and after the End of Month routine.

```
┌─────────────────────────────────────────────────────────────────────┐
│ 03/11/87          ACCOUNTS FILE MAINTENANCE                      LHP  │
│ 10:09 PM               Your Company's Name                           │
├─────────────────────────────────────────────────────────────────────┤
│ Account Number          : 5                                          │
│ Account Name            : Total Expenses                             │
│ General or Detail (G/D)  : G                                         │
│ Account Level (1-5)     : 1                                          │
│ General Account         :                                            │
│ Previous Balance        :     700000.00                              │
│ This Period Balance     :       2067.00                              │
│ Current Balance         :     702067.00                              │
│                                                                       │
│                                                                       │
├══════════════════════ HISTORICAL INFORMATION ══════════════════════┤
│                                                                       │
│ HISTORICAL INFORMATION          BALANCE     VARIANCE    % CHANGE     │
│                                                                       │
│ Year before last        :           0.00                             │
│ Last Year               :      437770.00    437770.00      0.00      │
│ Current YTD             :      702067.00    264297.00     60.37      │
│ Forecast at end year    :      772273.70     70206.70     10.00      │
│                                                                       │
└─────────────────────────────────────────────────────────────────────┘

F1-Help  F6-Delete  F10-Process  ESC-Exit
```

GENERAL LEDGER: END OF YEAR PROCESS

Prior to running the End Year process, make sure you:

1. Run the End of Month Process for the last month of the year.
2. Prepare the forecast or budget for the next year using the current year's data.
3. Create a backup for archival purposes. This is very important if you ever wish to re-run this process.

The objective of this process is to zero all Revenue and Expense accounts - moving their net balance (the current year's profit or loss) to a Capital/Equity account.

After confirming that you would like to proceed, the system will ask for the capital account which will receive the year's earnings (this account will usually be Current Earnings of Profit/Loss):

Once the desired detail account is entered (33 in the sample chart of accounts), the Year End process will be performed. Remember that one of your first transactions of the new year will be to transafer the balance in the account 33 (sample) to your Retained Earnings account.

```
┌────────────────────────────────────────────────────────────────────────┐
│ 03/11/87              ACCOUNTS FILE MAINTENANCE                    LHP │
│ 10:09 PM              Your Company's Name                              │
╞════════════════════════════════════════════════════════════════════════╡
│ Account Number          : 5                                            │
│ Account Name            : Total Expenses                              │
│ General or Detail (G/D) : G                                            │
│ Account Level (1-5)     : 1                                            │
│ General Account         :                                             │
│ Previous Balance        :      702067.00                             │
│ This Period Balance     :           0.00                             │
│ Current Balance         :      702067.00                             │
│                                                                       │
│                      HISTORICAL INFORMATION                          │
│                                                                       │
│ HISTORICAL INFORMATION         BALANCE     VARIANCE    % CHANGE       │
│                                                                       │
│ Year before last     :            0.00                               │
│ Last Year            :       437770.00    437770.00      0.00        │
│ Current YTD          :       702067.00    264297.00     60.37        │
│ Forecast at end year :       772273.70     70206.70     10.00        │
│                                                                       │
└────────────────────────────────────────────────────────────────────────┘
 F1-Help  F6-Delete  F10-Process  ESC-Exit
```

```
┌──────────────────────────────────────────────────────────────────────────┐
│ 03/11/87                  ACCOUNTS FILE MAINTENANCE                    LHP  │
│ 10:09 PM                     Your Company's Name                            │
├────────────────────────────────────────────────────────────────────────────┤
│ Account Number          : 5                                                │
│ Account Name            : Total Expenses                                    │
│ General or Detail (G/D) : G                                                 │
│ Account Level (1-5)     : 1                                                 │
│ General Account         :                                                   │
│ Previous Balance        :            0.00                                   │
│ This Period Balance     :            0.00                                   │
│ Current Balance         :            0.00                                   │
│                                                                            │
│                                                                            │
│ ══════════════════════════ HISTORICAL INFORMATION ═══════════════════════ │
│                                                                            │
│ HISTORICAL INFORMATION              BALANCE      VARIANCE    % CHANGE       │
│                                                                            │
│ Year before last       :          437770.00                                │
│ Last Year              :          702067.00    264297.00      60.37        │
│ Current YTD            :               0.00   -702067.00       0.00         │
│ Forecast at end year   :          772273.70    772273.70       0.00         │
│                                                                            │
└────────────────────────────────────────────────────────────────────────────┘
  F1-Help  F6-Delete  F10-Process  ESC-Exit
```

Chapter 6
REFERENCE

INTRODUCTION

This reference section is designed to provide a quick, field-by-field guide to Dac-Easy Accounting. Many topics have been covered in more detail in the previous chapters. It is therefore possible that after reading the preceding sections, with the on-line help available in the program, you may not need to refer to this section often. If you are an "expert" user, or have used Dac-Easy version 1.0, this section is designed to provide you with a "quick start" reference.

For easy identification, each routine is numbered with the option numbers used to select the routine from the main menu. For example, General Ledger transaction routine is numbered **1.1.** (option 1 from the main menu, sub-option 1 from the General Ledger menu).

1. GENERAL LEDGER MENU

1.1. TRANSACTION ENTRY

```
╔══════════════════════════════════════════════════════════════════╗
║                  GENERAL LEDGER TRANSACTION ENTRY                  ║
║  Journal.. :GJ            Transaction #..:0001        Date..:03/04/87
╠══════════════════════════════════════════════════════════════════╣
║  Acct.#   Account Name          Description        Debit      Credit ║
╟──────────────────────────────────────────────────────────────────╢
║                                                                    ║
║                                                                    ║
║                                                                    ║
║                                                                    ║
║                                                                    ║
║                                                                    ║
║                                                                    ║
║                                                                    ║
╟──────────────────────────────────────────┬───────────────────────╢
║  Total Debits :        0.00               │ Total Credits :     0.00 ║
╚══════════════════════════════════════════╧═══════════════════════╝
```

F1-Help F2-Difference F6-Delete tran F9-Auto entry F10-Process ALT D-Delete line

JOURNAL

This two-character field is used to identify the journal for the transaction being entered. There are seven pre-assigned journal codes reserved for the modules which post to the General Ledger. They are: AP - Accounts Payable; AR - Accounts Receivable; PO - Purchase Order; BI - Billing; IN - Inventory; PY - Payroll; and SU - Set Up. Use any two-character code for your journals, other than these pre-assigned journal codes.

TRANSACTION

This four character field is used to identify the transaction being entered. If a transaction already exists for the code selected, the detail from that transaction will be displayed.

DATE

The system date will appear automatically in this field. You may modify this date or accept it by pressing **ENTER**.

ACCT.#

Enter the account number for each debit or credit entry (only detail accounts may be entered). The account name from the chart of accounts will be displayed automatically.

ACCOUNT NAME

Once a valid number is entered into the ACCT.# field, the account description from the Chart of Accounts is displayed automatically.

DESCRIPTION

Use up to 24 characters to enter any applicable descriptions for the credit or debit. As a convenience, this field will default to the description entered on the previous line but may be modified.

DEBIT

A debit represents an application of funds within a transaction. Once a debit has been entered, the TOTAL DEBITS field at the bottom of the screen will be incremented and the cursor will be positioned at the ACCT.# field of the next line. If the line being entered is for a credit entry, press **ENTER** to skip this field.

CREDIT

A credit represents a source of funds within a transaction. Once an amount has been entered, the TOTAL CREDITS field at the bottom of the screen will be incremented and the cursor will be positioned at the ACCT.# field of the next line.

1.2. PRINT G/L JOURNALS

This routine allows you to print one or a range of journals from the General Ledger transaction file. To print this report, select the journal or range of journals to be printed by entering the two-character journal codes in the FROM: and TO: fields. You may also specify the range of dates and the starting number to be used for page numbering. This is useful if you wish to keep your journals in a sequentially numbered file.

1.3. ACCOUNT ACTIVITY DETAIL REPORT

This report prints account activity detail for one account, a range of accounts, or all accounts in the general ledger. Enter the desired account range in the FROM: and TO: fields. You may also specify the range of dates and the starting number to be used for page numbering. This is useful if you wish to keep your journals in a sequentially numbered file. Finally, you may choose whether or not to print the accounts page-by-page (one account per page).

1.4. POSTING TRANSACTIONS

This routine is used to "post" or update the general ledger account balances with the entries recorded in the transaction file. Remember to backup your files prior to running this routine.

1.5. PRINT TRIAL BALANCE

The Trial Balance provides you with a listing of the balances in each of your General Ledger accounts.

1.6. PRINT CHART OF ACCOUNTS

This report provides a listing of all accounts in the General Ledger file. You will want to keep this listing accessible when preparing your vouchers and other source documents to be entered into the system.

1.7. PRINT FINANCIAL STATEMENTS

BALANCE SHEET/INCOME STATEMENT
Use this report for up-to-date Balance Sheets and Income Statements. You can select the level of detail as well as specify whether or not to include inactive accounts.

CHANGES IN FINANCIAL CONDITION
This report provides you with the Sources and Uses of your business' financial resources for the current period, year-to-date, and the previous year. You can select the level of detail as well as specify whether or not to include inactive accounts.

2. ACCOUNTS RECEIVABLE MENU

2.1. TRANSACTION ENTRY

```
╔══════════════════════════════════════════════════════════════════╗
║               ACCOUNTS RECEIVABLE TRANSACTION ENTRY                ║
║   Trans. #   :                  Reference/Check #   :              ║
║   Customer # :                  Transaction Date   :    /  /       ║
║   Cust. Name :                  Due Date           :    /  /       ║
║   Trans. Code:                  Discount Date       :    /  /      ║
║   Invoice #  :                  Discount Available  :        0.00  ║
║──────────────────────────────────────────────────────────────────║
║   Acct.#   Account Name          Description       Debit    Credit ║
║──────────────────────────────────────────────────────────────────║
║                                                                    ║
║                                                                    ║
║                                                                    ║
║                                                                    ║
║                                                                    ║
║                                                                    ║
║                                                                    ║
║                                                                    ║
║──────────────────────────────────────────────────────────────────║
║   Total Debits :              │ Total Credits :                    ║
╚══════════════════════════════════════════════════════════════════╝
```

F1-Help F6-Delete tran F9-Auto entry F10-Process ALT D-Delete line

TRANS. #

> This four digit number is used to identify the transaction being entered. Press **ENTER** to assign the next available number to the transaction or enter the number for a transaction previously entered. If a number is entered for a transaction already on file, the detail from that transaction will be displayed.

CUSTOMER #

> Enter the six character customer code. If the customer code has not been previously set up in the customer file, the system will prompt you to enter a new code.

CUST. NAME

> Once a valid code is selected, the customer name is displayed. This feature gives you the opportunity to verify that the customer selected is correct.

TRANS. CODE

When the cursor is positioned at this field, the status line will display the following options:

I - Invoice. Select this option to enter invoices that are not generated through the Billing system.

D - Miscellaneous Debit. Select this option for miscellaneous charges to the account not generated by the billing system. For example, a returned-check charge would be entered as a miscellaneous debit.

C - Miscellaneous Credit. Select this option for miscellaneous credits to the account. For example, a credit for an overcharge would be entered as a miscellaneous credit.

INVOICE

This alphanumeric field may contain up to eight characters to identify the invoice number.

REFERENCE/CHECK

This alphanumeric field may contain up to six characters to specify a check number or other reference associated with this transaction. This field is for memo purposes only and has no affect on your accounting information.

TRANSACTION DATE

The system date will appear automatically in this field. You may change this date or accept it by pressing **ENTER**.

DUE DATE

The payment due date for the invoice selected is displayed in this field. The due date will default to the system date plus the number of days entered in the DUE DAYS field of the Customer file - it can be overridden if needed.

DISCOUNT DATE

If there is a discount available for early payment of the invoice, this field contains the date by which the discount must be taken. The discount date is calculated by taking the date from the TRANSACTION DATE field and adding to it the number of days in the DISCOUNT DAYS field from the Customer file.

DISCOUNT AVAILABLE

The discount available for early payment of an invoice is calculated by multiplying the invoice total by the DISCOUNT % field from the Customer file.

ACCT.

Enter the G/L account number for the line entry (the first line will always be the Accounts Receivable account from the G/L Interface table). Only detail accounts can be entered in this field.

ACCOUNT NAME

Once a valid number is entered into the ACCT. # field, the account name from the Chart of Accounts is displayed automatically. This feature gives you the opportunity to verify that the account selected is correct.

DESCRIPTION

Use up to 24 characters to enter a description for the debit or credit entered. As a convenience, this description will always default to the description of the previous line - but may be modified.

DEBIT

A debit represents an application of funds. Once a debit is entered, the TOTAL DEBITS field at the bottom of the screen will be incremented and the cursor will be positioned at the ACCT. # field of the next line. If the line being entered is for a credit entry, press **ENTER** to skip this field.

CREDIT

A credit represents a source of funds. Once an amount has been entered into this field, the TOTAL CREDITS field at the bottom of the screen will be incremented and the cursor will be positioned at the ACCT. # field of the next line.

2.2. ENTER CASH RECEIPTS

TRANSACTION

This four digit number is used to identify the transaction being entered. Press **ENTER** to assign the next available number to the transaction or enter a number for a transaction previously entered. If a number is entered for a transaction already on file, the detail from that transaction will be displayed.

CUSTOMER CODE

Enter the six character customer code. If the customer code has not been previously set up in the customer file, the system will prompt you to enter a new code.

NAME

Once a valid customer code is selected, the customer name is displayed. This feature gives you the opportunity to verify that the customer selected is correct.

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TRANS. TYPE

When the cursor is positioned at this field, the status line will display the following two options:

P - Check Payment. Apply a payment to an existing invoice.

A - Adjustment. Apply an advance or credit to the account.

ACCOUNT

If the transaction is of type PAYMENT, the Bank Checking account number from the G/L interface table will be displayed. This account number may be changed to any other valid detail account. If the transaction is of type ADJUSTMENT, this field will be skipped because the transaction will not affect cash.

DATE

The system date will be displayed in this field automatically, but may be changed.

CHECK

Enter up to six alphanumeric characters to record the check number. This field is for memo purposes only and has no effect on your accounting information.

AMOUNT

Enter the payment or advance being applied. If the transaction is of type ADJUSTMENT, then this field will be skipped.

APPLIED

This field displays the portion of the AMOUNT field that you have applied to the payment of invoices/advances and is updated each time you apply a portion of the payment.

TO APPLY

This field displays the difference between the AMOUNT and APPLIED fields and represents the payment amount still to be applied.

INV.

This column displays the invoice number.

DATE

This column displays the invoice date.

DUE/DISCOUNT

You have the option to sort invoices on file for the customer by either the due date (the date payment is due) or by discount date (the date by which any available discounts must be taken). You may change the way the invoices are sorted on the screen by pressing **F8** (Sort).

AMOUNT

This column displays the invoice balance.

DISC. AVAIL

This column displays any discount available for early payment of the invoice.

AMT. APPLIED

Enter the amount to apply to this invoice. If **F9**-Autoapply is selected, Dac-Easy will automatically apply the amount entered in the AMOUNT field to the invoice selected - taking any available discounts.

DISC. TAKEN

This column displays the dollar amount of discounts taken. Dac-Easy will adjust this amount to ensure that the amount applied to each invoice does not exceed the invoice balance.

2.3. GENERATE FINANCE CHARGES

Use this routine to automatically generate finance charges for your customers. The system will calculate finance charges for each applicable customer by using the rate stored in the customer's file and by applying this rate to the customer's aging. This process will also generate a summary general ledger transaction. You will be able to print a journal detailing all charges before posting.

2.4. ACCOUNTS RECEIVABLE JOURNALS

INVOICES/TRANSACTIONS

This journal is used to verify that all Accounts Receivable transactions are correct prior to posting to the general ledger. This report will serve as the primary audit trail for the Accounts Receivable system.

PAYMENTS

This journal will track all payments entered in routine 2.2. (Enter Cash Receipts) and is used to verify bank deposit slips.

2.5. POSTING PROCESS

The posting process will update customer balances, and prepare summary transactions for the general ledger.

3. ACCOUNTS PAYABLE MENU

3.1. TRANSACTION ENTRY

```
                 ACCOUNTS PAYABLE TRANSACTION ENTRY
  Trans. #  :                    Reference/Check #   :
  Vendor Code:                   Transaction Date    :   /  /
  Vendor Name:                   Due Date            :   /  /
  Trans. Code:                   Discount Date       :   /  /
  Invoice # :                    Discount Available  :        0.00
 ───────────────────────────────────────────────────────────────────
  Acct.#    Account Name         Description        Debit      Credit
 ───────────────────────────────────────────────────────────────────




 ───────────────────────────────────────────────────────────────────
  Total Debits :            │  Total Credits :
```
F1-Help F6-Delete tran F9-Auto entry F10-Process ALT D-Delete line

TRANS. #

This four digit number is used to identify the transaction being entered. Press **ENTER** to assign the next available number to the transaction or enter the number for a transaction previously entered. If a number is entered for a transaction already on file, the detail from that transaction will be displayed.

VENDOR CODE

Enter the six character vendor code. If the vendor code has not been previously set up in the vendor file, the system will prompt you to enter a new code.

VENDOR NAME

Once a valid vendor code is selected, the vendor name is displayed - giving you the opportunity to verify that the vendor selected is correct.

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TRANS. CODE

At this field, the status line will display the following options for this field:

I - Invoice. Select this option to enter invoices that are not generated through the Purchase Order system.

D - Miscellaneous Debit. Select this option for miscellaneous debits or payments to the account not generated by the check printing routines.

C - Miscellaneous Credit. Select this option for miscellaneous credits to the account not generated by the Purchase Order system.

INVOICE

This alphanumeric field may contain up to eight characters to identify the invoice number.

REFERENCE/CHECK

Use up to six characters to specify a check number or other reference number associated with this transaction. This field is for memo purposes only and has no effect on your accounting information.

TRANSACTION DATE

The system date from the log-in procedure will appear automatically. You may change this date or accept it by pressing **ENTER**.

DUE DATE

The payment due date for the invoice selected is displayed in this field. The due date will default to the log-in date plus the number of days entered in the DUE DAYS field of the Vendor file. This date may be overridden.

DISCOUNT DATE

If there is a discount available for early payment of the invoice, this field will contain the date by which the discount must be taken. The discount date is calculated by taking the date from the TRANSACTION DATE field and adding to it the number of days in the DISCOUNT DAYS field from the Vendor file.

DISCOUNT AVAILABLE

The discount available for early payment of an invoice is calculated by multiplying the invoice total by the DISCOUNT % field from the Vendor file.

ACCT.

Enter the G/L account number for the line entry (the first line will always be the Accounts Payable account from the G/L Interface table). Only valid detail accounts may be entered in this field.

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ACCOUNT NAME

Once a valid number is entered into the ACCT. # field, the account name from the Chart of Accounts is displayed automatically. This feature gives you the opportunity to verify that the account selected is correct.

DESCRIPTION

Use up to 24 characters to enter a description for the debit or credit entered. As a convenience, this description will always default to the description of the previous line, but may be modified.

DEBIT

A debit represents an application of funds. Once a debit is entered, the TOTAL DEBITS field at the bottom of the screen will be incremented and the cursor will be positioned at the ACCT. # field of the next line. If the line being entered is for a credit entry, press **ENTER** to skip this field.

CREDIT

A credit represents a source of funds. Once an amount has been entered into this field, the TOTAL CREDITS field at the bottom of the screen will be incremented and the cursor will be positioned at the ACCT. # field of the next line.

3.2. ENTER PAYMENTS

```
┌─────────────────────────────────────────────────────────────────────┐
│                     PAYMENTS AND ADJUSTMENTS                          │
│  Transaction # :                           Date      :                │
│  Vendor   Code :                           Check #   :                │
│           Name :                           Amount    :                │
│     Trans. Type :                          Applied   :                │
│      Account # :                           To Apply  :                │
│ ─────────────────────────────────────────────────────────────────── │
│  Inv. #   Date       Due       Amount    Disc.Avail  Amt.Applied  Disc.taken │
│ ─────────────────────────────────────────────────────────────────── │
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
└─────────────────────────────────────────────────────────────────────┘
```

F1-Help F2-Advance F5-Balance F6-Delete tran F8-Sort F9-Auto apply F10-Process

TRANSACTION
This four digit number is used to identify the transaction being entered. Press **ENTER** to assign the next available number to the transaction or enter a number for a transaction previously entered. If a number is entered for a transaction already on file, the detail from that transaction will be displayed.

VENDOR CODE
Enter the six character vendor code. If the vendor code has not been previously set up in the vendor file, the system will prompt you to enter a new code.

NAME
Once a valid vendor code is selected, the vendor name is displayed. This feature gives you the opportunity to verify that the vendor selected is correct.

TRANS. TYPE

When the cursor is positioned at this field, the status line will display the following three options:

K - Check Payment. Select an invoice for payment. Dac-Easy will print a check for each invoice selected for payment through routine 3.3. (Print Checks).

P - Manual Payment. Apply a handwritten or manual check to an invoice.

A - Adjustment. Apply an advance to the account.

ACCOUNT

If the transaction is of type CHECK PAYMENT or MANUAL CHECK, the Bank Checking account number from the G/L Interface table will be displayed. You may change this number to another valid detail account if desired. If the transaction is of type ADJUSTMENT, this field will be skipped.

DATE

The system date will be displayed in this field automatically but may be changed.

CHECK

If the transaction is of type CHECK PAYMENT, this field will be skipped, otherwise enter up to six alphanumeric characters to record a reference or check number. This field is for memo purposes only and has no affect on your accounting information.

AMOUNT

Enter the payment or advance being applied (for check and manual payments only).

APPLIED

This field displays the portion of the AMOUNT field that you have applied to the payment of invoices/advances and is updated each time you apply a portion of the payment.

TO APPLY

This field displays the difference between the AMOUNT and APPLIED fields and represents the payment amount still to be applied.

INV.

This column displays the invoice number.

DATE

This column displays the invoice date.

DUE/DISCOUNT

You have the option to sort invoices on file for the vendor by either the due date (the date payment is due) or by discount date (the date by which any available discounts must be taken). You may change the way the invoices are sorted on the screen by pressing **F8** (Sort).

AMOUNT

This column displays the invoice balance.

DISC. AVAIL

This column displays any discount available for early payment of the invoice.

AMT. APPLIED

Enter the amount to apply to this invoice.

If **F9**-Autoapply is selected, Dac-Easy will automatically apply the amount entered in the AMOUNT field to the invoice selected - taking any available discounts.

DISC. TAKEN

This column will reflect any discounts taken when applying payments. Dac-Easy will adjust this amount to ensure that the amount applied to each invoice does not exceed the invoice balance.

3.3. PRINT CHECKS

This routine is used to print checks for the invoices selected for payment. It is important to remember that the computer will always void the first check. This is necessary to properly align the checks with your printer. Once selected, this routine will prompt for the following:

Reprint Checks (Y/N)...If you select **Y** for YES, the system will ask for the beginning and ending check numbers to reprint. The checks numbers from the first printing will be voided for audit trail purposes. If you select **N** for NO, checks will be printed for all invoices selected for payment.

Date on Checks...Enter the date that you would like printed on all checks.

Checking Account #...The Bank Checking account from the G/L Interface table will be displayed but you may enter another valid detail account if needed.

First Check Number...Enter the number of your first check (the one that will be voided).

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3.4. ACCOUNTS PAYABLE JOURNAL

There are 3 different journals that may be printed for Accounts Payable. They are:

INVOICE/TRANSACTIONS
Print this journal to view all Accounts Payable transactions prior to posting. This journal also shows the summary G/L transaction created when posting.

CHECKS TO PRINT
This journal should be printed prior to printing your checks. It is a listing of all invoices selected for payment.

PAYMENTS JOURNAL
This journal provides you with a list of checks printed and should be used as a reference after printing checks.

3.5. ACCOUNTS PAYABLE POSTING PROCESS

The posting process will update vendor balances and prepare the check register for the checking accounts and the summary transactions for the general ledger.

3.6. PAYMENTS REPORT

This is an extremely valuable report that provides a listing of invoices, when they are due, and available discounts. You sort and subtotal the report by date or by vendor. You also have the option to select the range of dates to print.

4. PURCHASE ORDER MENU

4.1. ENTER PURCHASE ORDER

```
┌─────────────────────────────────────────────────────────────────────────┐
│                              Purchase Order #                             │
│  Vendor Code:                Remark:                                      │
│                                                       Via                 │
│                                                       FOB                 │
│                                                       Your Ref.           │
│                                                       Our Ref.            │
│                                                                           │
│  Disc. Days      0 Disc. %  0.00  Due Days        0                       │
│ ─────────────────────────────────────────────────────────────────────── │
│   Item #         Desc. Ordered                    Price    Disc. Extended │
│ ─────────────────────────────────────────────────────────────────────── │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│ ─────────────────────────────────────────────────────────────────────── │
│   Sub Total    Sales Tax   Total                                          │
│       0.00          0.00        0.00                                      │
└─────────────────────────────────────────────────────────────────────────┘
```
F1-Help F6-Delete tran F10-Process ALT D-Delete line

PURCHASE ORDER
This six digit field is used to identify the purchase order. If you are entering a new purchase order, press **ENTER** and the next available number will be displayed. If you enter the number for a purchase order already in the system, the detail from that purchase order will be displayed.

VENDOR CODE
The vendor selected must already have been created in the vendor file. Once a valid vendor code is entered, the vendor's name and address will be displayed. You may modify any of the vendor's name and address for the printing of the purchase order only - any permanent change to this information must be made in the Vendor file.

REMARK
You have 3 lines for any special remarks concerning the purchase order. Each line can contain up to 20 characters. These lines may be used to record a "ship to" address, special handling instructions, etc.

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VIA

Enter up to 15 alphanumeric characters for the method of shipment.

FOB

Freight On Board. Enter up to 15 characters for the city where the freight originates.

YOUR REF.

Enter the vendor invoice number or other reference number.

OUR REF.

Enter your reference number if any.

DISC. DAYS, DISC. %, DUE DAYS

This information is automatically displayed from the information stored in the Vendor file. You may edit these fields if the terms of this purchase are different from those displayed.

ITEM #

Enter the product number to be purchased (this code must already be set up in the Product file). Once a valid code is entered, the description from the Product file will be displayed.

In addition to product codes, you may use any of the 20 special purchase order codes created in routine 10.13 (Billing/P.O. Codes). These codes are created by you and are used to enter non-inventory items. To enter a purchase order code, type C, press the space bar once, and enter a valid code 1-20 (the code must be set up prior to entering the purchase order). Once a valid code has been entered, the description from the code file will be displayed.

You may also enter comments in the body of the purchase order by typing **D** in the ITEM # field. Up to 40 characters of text may be entered for each line of comments. You may also use any of the special messages created in the Message Code file (routine 10.9.) by typing **M**, space, and the number of the message (1-40).

DESCRIPTION

The description of either the product or purchase order code entered in the ITEM # field will be displayed automatically.

ORDERED

Enter the number of units and/or fractions ordered.

PRICE

This will default to the last purchase price - you will be able to modify this amount.

DISC.

Enter any applicable discount percent for each line (ten and one-half percent, would be entered as **10.5**).

EXTENDED

The computer will calculate the extended amount by multiplying ORDERED by PRICE, then subtracting any discounts.

SUBTOTAL

The computer will calculate and display this amount each time a new line is entered.

TAX

The tax is calculated based on the percentage found in the vendor file. This field is calculated and displayed each time a new line is entered.

TOTAL

This total is calculated and displayed for each line as it is entered. The TOTAL field is calculated by adding the SUBTOTAL and TAX fields.

4.2. ENTER MERCHANDISE RECEIVED

This routine is used to receive goods into your product file. It is not necessary to have a purchase order on file to receive merchandise. See section 4.1. for a detailed description of the fields on this screen.

4.3. ENTER RETURNS

This routine is used to return merchandise received to a vendor and reverses entries made to the product and general ledger files from the Enter Merchandise Received routine (4.2.).

4.4. PRINT PURCHASE ORDERS
4.5. PRINT MERCHANDISE RECEIVED
4.6. PRINT PURCHASE RETURNS

Enter the following information:
Print Packing Slips (Y/N)?
If you answer yes to this question, the form will be printed without the Cost and Extended information (for warehouse information only).

Print Numbers FROM: TO:
You have the options to print only a range of purchase orders.

Reprint (Y/N)?

By selecting Reprint-Yes only those purchase orders that have been printed and have not been modified will be printed. Reprint-No will print those purchase orders that have not been printed or have been modified since printed.

Pre-printed forms (Y/N)?

Pre-printed-No will print the purchase order on plain 8 1/2 by 11 inch paper. Pre-printed-Yes will position the cursor to the next question (Fast Forms Y/N?).

Forms Type

Select the type of forms. If plain paper, Dac-Easy will print all column headings. Otherwise, enter which pre-printed forms you are using (see the forms catalog of this manual for information on how to order Dac-Easy preprinted forms).

Date to Print

Enter the date to be printed on the purchase orders.

4.7. PRINT PURCHASE JOURNALS

This summary report is divided into two parts. The first part contains the detail of each purchase order received or returned. The second part provides a summary of each miscellaneous code and product included.

4.8. POSTING PROCESS

The Purchase Order posting process updates: 1) the statistical history in both the Product and Vendor files; and 2) the General Ledger.

4.9. PURCHASE ORDER STATUS REPORT

This report provides a comprehensive listing of all pending purchase orders including all products ordered. You may delete any P.O. listed on the report through the Enter Purchase Order routine (4.1.).

5. *BILLING MENU*

```
03/12/87                    DAC EASY Accounting 2.0                    LHP
09:23 AM
===============================================================================

                    BILLING MENU

                    1  Enter Invoices
                    2  Enter Sales Returns
                    3  Print Invoices
                    4  Print Sales Returns
                    5  Print Sales Journal
                    6  Posting Process

                    Enter your selection ==>




F1-Help   F3-File Utilities   F4-Change Date   ESC-Exit
```

5.1. ENTER INVOICES

```
                                      Invoice #
Customer Code:                Remark:
                                              Via
                                              FOB
                                              Your Ref.
                                              Our Ref.
Disc. Days     0 Disc. % 0.00  Due Days      0
-------------------------------------------------------------------------------
   Item #      Desc. Ordered Shipped  Back Ord.   Price    Disc. Extended





   Sub Total  Sales Tax  Total      Pmt.Ref.  Payment $   Net to Pay
      0.00       0.00     0.00                   0.00        0.00

F1-Help  F6-Delete tran  F7-Print invoice  F10-Process  ALT D-Delete line
```

INVOICE

This six digit field is used to identify the invoice. If you are entering a new invoice, press **ENTER** and the next available number will be displayed. If you enter the number for an invoice already in the system, the detail from that invoice will be displayed.

CUSTOMER CODE

The customer selected must already have been created in the customer file. Once a valid customer code is entered, the customer's name and address will be displayed. You may modify any of the customer's name and address for the printing of the invoice only - any permanent change to this information must be made in the Customer file.

REMARK

You have 3 lines for any special remarks concerning the invoice. Each line can contain up to 20 characters. These lines may be used to record a "ship to" address, special handling instructions, etc.

VIA

Enter up to 15 alphanumeric characters for the method of shipment.

FOB

Freight On Board. Enter up to 15 characters for the city where the freight originates.

YOUR REF.

Enter your customer's reference number if any.

OUR REF.

Enter your reference number if any.

DISC. DAYS, DISC. %, DUE DAYS

This information is automatically displayed from the information stored in the Customer file. You may edit these fields if the terms of this sale are different from those displayed.

ITEM

Enter the product number being sold (this code must already be set up in the Product file). Once a valid code is entered, the description from the Product file will be displayed.

In addition to product codes, you may use any of the 20 special invoice codes created in routine 10.13 (Billing/P.O. Codes). These codes are created by you and are used to enter non-inventory items. To enter an invoice code, type **C**, press the space bar once, and enter a valid code 1-20 (the code must be set up prior to entering the

invoice). Once a valid code has been entered, the description from the code file will be displayed.

You may also enter comments in the body of the invoice by typing **D** in the ITEM # field. Up to 40 characters of text may be entered for each line of comments. You may also use any of the special messages created in the message code file (routine 10.9.) by typing **M**, space, and the number of the message (1-40).

DESC.

The description of either the product or invoice code entered in the ITEM # field will be displayed automatically.

ORDERED

Enter the number of units and/or fractions ordered.

SHIPPED

This is a display-only field. Dac-Easy will verify that there is enough product available to ship the quantity entered in the ORDERED field. If there is enough product, this field will equal the ORDERED field. Otherwise, this field will only display the quantity available.

BACK ORD.

This field will display the difference between the ORDERED and the SHIPPED fields.

PRICE

This will default to the price specified in the Product/Service file - you will be able to modify this amount.

DISC.

Enter any applicable discount percent for each line (ten and one-half percent, would be entered as **10.5**).

EXTENDED

The computer will calculate the extended amount by multiplying SHIPPED by PRICE, then multiplying the result by (1-(DISC./100)), subtracting the percentage discount.

SUBTOTAL

The computer will calculate and display this amount each time a new line is entered.

TAX

The tax is calculated based on the percentage found in the customer file. This field is calculated and displayed each time a new line is entered.

TOTAL

This total is calculated and displayed for each line as it is entered. The TOTAL field is calculated by adding the SUBTOTAL and TAX fields.

PMT. REF

This field is used when you receive an advance with an order and you need to enter a check number or other reference number. You have six alphanumeric characters for this field.

PAYMENT $

If you received an advance payment, enter the amount here. This amount will be debited to the Bank Checking account of the G/L interface table.

NET TO PAY

This field is displayed by the system and is calculated by subtracting the PAYMENT $ field from the TOTAL field. This amount will be debited to the customer account.

5.2. ENTER SALES RETURNS

The process of entering sales return is identical to that of entering invoices. It has a reverse effect on the Customer, Product, and General Ledger files. See routine 5.1. (Enter Invoices).

5.3. PRINT INVOICES
5.4. PRINT SALES RETURNS

Enter the following information:
Print Packing Slips (Y/N)?
If you answer yes to this question, the form will be printed without the Cost and Extended information (for warehouse information only).

Print Numbers FROM: TO:
You have the options to print only a range of purchase orders.

Reprint (Y/N)?
By selecting Reprint-Yes only those purchase orders that have been printed and have not been modified will be printed. Reprint-No will print those purchase orders that have not been printed or have been modified since printed.

Pre-printed forms (Y/N)?
Pre-printed-No will print the purchase order on plain 8 1/2 by 11 inch paper. Pre-printed-Yes will position the cursor to the next question (Fast Forms Y/N?).

Forms Type

Select the type of forms. If plain paper, Dac-Easy will print all column headings. Otherwise, enter which preprinted forms you are using (see the forms catalog in the back of manual for information on how to order Dac-Easy preprinted forms).

Date to Print

Enter the date to be printed on the purchase orders.

5.5. PRINT SALES JOURNAL

This summary report is divided into two parts. The first part contains the detail of each invoice or sales return. The second part provides a summary of each miscellaneous code and product included.

5.6. POSTING PROCESS

The invoice posting process updates the statistical history in both the Product and Customer files, as well as the General Ledger.

6. *INVENTORY MENU*

```
        INVENTORY MENU

        1  Price Assignment
        2  Print Count Sheets
        3  Enter Physical Inventory
        4  Print Physical-Perpetual Comparison Report
        5  Post Adjustments

        Enter your selection ==>
```

F1-Help F3-File Utilities F4-Change Date ESC-Exit

6.1. PRICE ASSIGNMENT

You have up to 5 sorts and 13 rankings (sub-sorts) from which to choose when printing this report.

6.2. PRINT COUNT SHEETS

Count sheets provide you with a listing designed to help you with your physical inventory count. You have up to 5 sorts and 13 rankings (sub-sorts) from which to choose when printing this report.

6.3. ENTER PHYSICAL INVENTORY

This routine allows you to enter the handwritten entries recorded on your count sheets for comparison with your perpetual records. In this routine you enter the product number and the number of units and/or fractions counted. The product description and any previous count will be displayed automatically.

The quantity entered in the COUNTED field is added to the quantity in the PREVIOUS COUNT field. By accumulating the quantity entered in the PREVIOUS COUNT field, you can enter the quantities counted in several warehouses when you receive each count sheet - without having to wait for all count sheets before entering the data.

6.4. PRINT PHYSICAL-PERPETUAL COMPARISON REPORT

You have up to 5 sorts and 13 rankings (sub-sorts) from which to choose when printing this report. Only those products entered in the **ENTER PHYSICAL INVENTORY** routine will be included.

6.5. POST ADJUSTMENTS

Once you are certain that the physical inventory count has been entered correctly, post the difference (adjustments). You have already indicated in the G/L Interface table which accounts will receive these adjustments: Inventory and Cost of Goods Sold.

7. REPORTS MENU

7.1. FINANCIAL STATEMENTS

This routine is used to print financial statements previously designed (routine # 10.2). A window will appear listing all defined report formats. Use the arrow keys and the **F2** key to "tag" the reports that you would like to print. An asterisk will be placed to the right of each "tagged" report. Use **F3** to "untag" any reports. Once the desired reports have been selected, press **F10**. The reports will be printed in sequence.

ACCOUNTS RECEIVABLE

7.2. STATEMENTS

You have up to 5 sorts and 10 rankings (sub-sorts) from which to choose when printing statements. Enter the closing date and specify whether or not you are using pre-printed forms. If Pre-printed-No is selected, the system will print column headings.

7.3. AGING REPORT

You have up to 5 sorts and 10 rankings (sub-sorts) from which to choose when printing this report. Enter the closing date and specify whether to print invoices in detail (each invoice entry) or in summary (invoice totals). You also have the option to modify the aging schedule.

7.4. DIRECTORY

You have up to 5 sorts and 10 rankings (sub-sorts) from which to choose when printing this report.

7.5. LABELS

You have up to 5 sorts and 10 rankings (sub-sorts) from which to choose when printing labels. You also have the option to print the customer code and phone number on each label.

ACCOUNTS PAYABLE

7.6. STATEMENTS

You have up to 5 sorts and 9 rankings (sub-sorts) from which to choose when printing statements. Enter the closing date and specify whether or not you are using pre-printed forms. If Pre-printed-No is selected, the system will print column headings.

7.7. AGING REPORT

You have up to 5 sorts and 9 rankings (sub-sorts) from which to choose when printing this report. Enter the closing date and specify whether to print invoices in detail (each invoice entry) or in summary (invoice totals). You also have the option to modify the aging schedule.

7.8. DIRECTORY

You have up to 5 sorts and 9 rankings (sub-sorts) from which to choose when printing this report.

7.9. LABELS

You have up to 5 sorts and 9 rankings (sub-sorts) from which to choose when printing labels. You also have the option to print the vendor code and phone number on each label.

INVENTORY/SERVICES

Each of the product reports provide you with powerful sorting options. You can choose from 5 sorts and 13 rankings (sub-sorts). See the following:

```
┌─────────────────────────────────────────────────────────────────────────┐
│ 03/07/87              PRODUCT ACTIVITY REPORT                       LHP   │
│ 10:38 PM               Your Company's Name                               │
├─────────────────────────────────────────────────────────────────────────┤
│                                                                           │
│     Sort By :                          Rank By :                          │
│                                                                           │
│     1  Inventory #                     1  Inventory #                     │
│     2  Description                     2  Description                     │
│     3  Department                      3  Sales Units                     │
│     4  Bin                             4  Sales Dollars                   │
│     5  Vendor                          5  Last Sales Date                 │
│                                        6  Purchase Units                  │
│     Enter Your Selection :             7  Purchase Dollars                │
│                                        8  Last Purchase Date              │
│                                        9  On Hand Units                   │
│                                        10 On Hand Dollars                 │
│                                        11 Profit                          │
│                                        12 Turns                           │
│                                        13 Gross Profit                    │
│                                                                           │
│                                        Enter Your Selection :            │
│                                                                           │
└─────────────────────────────────────────────────────────────────────────┘
```

F1-Help   ESC-Exit

7.10. PRODUCT LISTING...This routine provides a product catalog.

7.11. PRODUCT PRICE LIST...The price list gives you the ability to code the product prices if desired.

7.12. PRODUCT ACTIVITY REPORT...This is the most complete report for inventory tracking - providing activity analysis and summary.

7.13. PRODUCT ALERT REPORT...This report helps you to keep on top of inventory restocking needs.

7.14. SERVICE REPORT

The service report allows you up to 3 sorts and 5 rankings (sub-sorts) and provides complete analysis of your service billing.

```
┌────────────────────────────────────────────────────────────────────────┐
│ 03/07/87                      SERVICE REPORT                        LHP  │
│ 10:38 PM                  Your Company's Name                            │
├────────────────────────────────────────────────────────────────────────┤
│                                                                          │
│       Sort By :                          Rank By :                       │
│                                                                          │
│       1  Service #                       1  Service #                    │
│       2  Description                     2  Description                  │
│       3  Department                      3  Sales Units                  │
│                                          4  Sales Dollars                │
│       Enter Your Selection :             5  Last Sales Date              │
│                                                                          │
│                                          Enter Your Selection :          │
│                                                                          │
│                                                                          │
│                                                                          │
│                                                                          │
│                                                                          │
│                                                                          │
└────────────────────────────────────────────────────────────────────────┘
```

F1-Help   ESC-Exit

8. FORECASTING MENU

AUTOMATIC CALCULATIONS
This routine is used to automatically update the FORECAST field for each file. When running this routine, you may also select one of the following calculation methods:

1. **Previous Year**
2. **Previous Year +/- Pct.**
3. **Previous Year + Trend**
4. **Trend Line Analysis**

You can create a forecast for all or just a range of accounts.

PRINT FORECAST
PRINT STATISTICAL YTD
These reports may be printed using a variety of sorting options. Try to use the same options selected when the forecasts were created. When printing this report for Accounts Receivable or Inventory/Services, you have the option of whether or not to print the COST and PROFIT fields.

9. *END PERIOD PROCESS MENU*

```
03/07/87                    DAC EASY Accounting 2.0                    LHP
10:24 PM                      Your Company's Name
═══════════════════════════════════════════════════════════════════════
                         END PERIOD PROCESS MENU

    GENERAL LEDGER                          ACCOUNTS PAYABLE

    1  End Month Process                    5  End Month Process
    2  End Year Process                     6  End Year Process


    ACCOUNTS RECEIVABLE                     INVENTORY/SERVICES

    3  End Month Process                    7  End Year Process
    4  End Year Process



                    Enter your selection ==>




═══════════════════════════════════════════════════════════════════════
F1-Help   F3-File Utilities   F4-Change Date   ESC-Exit
```

GENERAL LEDGER

9.1. END MONTH PROCESS

This routine will remove from the General Ledger transaction file all posted transactions. Each account's CURRENT BALANCE will be moved to the PREVIOUS BALANCE field and the THIS PERIOD field will be cleared. It is important that you backup your files before the month-end process in the event you wish to return to this point and re-run the routine.

9.2. END YEAR PROCESS

This routine will update the statistical information for each general ledger account. The data from the THIS YEAR field will move to the LAST YEAR field; the data from LAST YEAR will move to YEAR BEFORE LAST; and the THIS YEAR field will be cleared for the new year's data. You will also be prompted for the "Clear to" account. This is the account in your general ledger where the year's earnings will be posted. All income and expense accounts will be cleared and the net balance of these accounts (the year's profit or loss) will be posted to the Clear-to account.

WARNING: Make sure to create an archival backup of your files before running this process.

ACCOUNTS RECEIVABLE

9.3. END MONTH PROCESS

This routine will remove from the Open Invoice file all invoices with a net balance of zero, and all transactions for customers of type "balance forward." All other invoices in the file will remain untouched.

9.4. END YEAR PROCESS

This routine will update the statistical information for each customer. The data from the THIS YEAR field will move to the LAST YEAR field; the data from LAST YEAR will move to YEAR BEFORE LAST; and the THIS YEAR field will be cleared for the new year's data.

WARNING: Make sure to create an archival backup of your files before running this process.

ACCOUNTS PAYABLE

9.5. END MONTH PROCESS

This routine will remove from the Open Invoice file all invoices with a net balance of zero, and all transactions for vendors of type "balance forward." All other invoices in the file will remain untouched.

9.6. END YEAR PROCESS

This routine will update the statistical information for each vendor. The data from the THIS YEAR field will move to the LAST YEAR field; the data from LAST YEAR will move to YEAR BEFORE LAST; and the THIS YEAR field will be cleared for the new year's data.

WARNING: Make sure to create an archival backup of your files before running this process.

INVENTORY/SERVICES

9.7. END YEAR PROCESS

This routine will update the statistical information for each product and service. The data from the THIS YEAR field will move to the LAST YEAR field; the data from LAST YEAR will move to YEAR BEFORE LAST; and the THIS YEAR field will be cleared for the new year's data.

WARNING: Make sure to create an archival backup of your files before running this process.

10. FILE CREATION AND MAINTENANCE MENU

10.1. CHART OF ACCOUNTS

```
┌─────────────────────────────────────────────────────────────────────┐
│ 03/01/87              ACCOUNTS FILE MAINTENANCE                   LHP │
│ 12:22 AM                                                             │
├─────────────────────────────────────────────────────────────────────┤
│ Account Number          :                                           │
│ Account Name            :                                           │
│ General or Detail (G/D) :                                           │
│ Account Level (1-5)     :                                           │
│ General Account         :                                           │
│ Previous Balance        :          0.00                             │
│ This Period Balance     :          0.00                             │
│ Current Balance         :          0.00                             │
│                                                                     │
│                        ═══ HISTORICAL INFORMATION ═══               │
│                                                                     │
│ HISTORICAL INFORMATION             BALANCE    VARIANCE   % CHANGE    │
│                                                                     │
│ Year before last        :          0.00                             │
│ Last Year               :          0.00        0.00       0.00      │
│ Current YTD             :          0.00        0.00       0.00      │
│ Forecast at end year    :          0.00        0.00       0.00      │
│                                                                     │
└─────────────────────────────────────────────────────────────────────┘
 F1-Help  F6-Delete  F10-Process  ESC-Exit
```

ACCOUNT NUMBER

This is a six character alphanumeric field used to identify the account number.

ACCOUNT NAME

Enter up to 30 characters of text for the account name.

GENERAL OR DETAIL

Enter a **G** or **D** to specify whether the account is a General or Detail account. Detail accounts are those that receive debits and credits directly through transaction entry. General accounts receive summary information from "lower-level" general or detail accounts.

ACCOUNT LEVEL

Enter the number corresponding to the account level (1-5). Level-1 accounts should be created first, then level 2, etc.

GENERAL ACCOUNT

For accounts levels 2-5, enter the General account number to receive this account's transaction amounts. The general account must already exist in the system, must be of a level just above the level of the account being created, and of the same type (Asset, Liability, Capital, Income, or Expense).

PREVIOUS BALANCE

This field is generated by the system and represents the balance of the account for the previous month.

THIS PERIOD BALANCE

This field is generated by the system and represents the account's net activity for the current month.

CURRENT BALANCE

This field is generated by the system and represents the current balance (PREVIOUS BALANCE plus THIS PERIOD BALANCE).

YEAR BEFORE LAST

This fields represents the balance in the account at year end - one year ago. The amount may be entered by you or generated by the system over time.

LAST YEAR

This field represents the balance in the account at the end of the year. This amount may be entered by you or generated by the system over time. The dollar and percent variances compare this field to YEAR BEFORE LAST.

CURRENT YTD

Current Year-to-Date. This field is generated by the system. The dollar and percent variances compare this field to LAST YEAR.

FORECAST AT END YEAR (BUDGET)

This field may be entered by you or generated by the system over time. The dollar and percent variances compare this field to CURRENT YTD.

10.2. FINANCIAL STATEMENTS

```
┌────────────────────────────────────────────────────────────────────┐
│ 03/01/87           FINANCIAL STATEMENTS MAINTENANCE            LHP   │
│ 03:51 PM                                                            │
├────────────────────────────────────────────────────────────────────┤
│         ┌═══════════════════ Report Formats ═══════════════════┐    │
│         │   BAL       INC                                       │    │
│         │                                                       │    │
│         │                                                       │    │
│         │                                                       │    │
│         │                                                       │    │
│         │                                                       │    │
│         │                                                       │    │
│         │                                                       │    │
│         │                                                       │    │
│         │                                                       │    │
│         └───────────────────────────────────────────────────────┘    │
└────────────────────────────────────────────────────────────────────┘
F1-Help F2-Edit F3-Add F6-Delete F8-Duplicate ESC-Exit
```

This routine is used to design your financial statements. This is a very powerful feature which allows you to design your reports line-by-line. You only need to design your reports once; thereafter, they are saved by the system and may be printed on demand.

Use the arrow keys to position the cursor to the report to edit and press **F2**, or press **F3** to add a new report. The screen shown on the next page will appear:

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```
               FINANCIAL REPORTS STATEMENTS DESIGN

   Enter Report Name : BAL
  ═══════════════════════════════════════════════════════════════
   Print                          Amount Amount To        Lines
   (Y/N) Acct.# Description       From   1   2   3   %    99=pg.
   ─────  ────  ─────────────     ────── ──  ──  ──  ──   ──────
     Y            ** Balance Sheet **  0                    C
     Y                             0
     N     1     Assets           99                   +
     Y               ASSETS       0                         C
     Y            Current Assets:  0
     Y    1101    Petty Cash       99    +
     Y    1102    Cash In Banks    99    +
     Y    1103    Cash Register Fund 99  +
     Y    1104    Mktable Securities 99  +
     Y    1105    Accounts Receivable 99 +
     Y    1106    Other Receivable  99   +
     Y    1107    Inventory         99   +                  -
```

F1-Help ALT I-Insert ALT D-Delete line ALT P-Print ESC-Exit F10-Process

REPORT NAME

This four character field is used to identify the report format being created.

PRINT(Y/N)

Enter **Y** if you would like the line being entered to be printed on the report. If the line is for accumulating amounts and not for printing, enter **N**.

ACCT.#

Enter the general ledger account number that will be used on this line. If you are entering a description or if the data for this line is to come from one of the accumulators (1, 2, or 3) press **ENTER** to advance to the next field.

DESCRIPTION

If you entered a valid account number in the ACCT. # field, the account name will be displayed in this field but may be modified to change the line description in the report (not in the file). You have up to 20 characters of text for the description.

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AMOUNT FROM

This field is used to indicate the source of the accounting information to be printed on this line. Valid entries for this field are:

0........... Print Text only.

1,2,3....Use the amount accumulated in column 1, 2, or 3 respectively.

/..............Calculate a ratio using two of the three accumulators.

99.........Use the current account balance for the account entered in the ACCT.# field.

If you entered a valid account number in the ACCT.# field, a **99** will be inserted automatically into this field.

AMOUNT TO

There are 4 accumulators available for manipulating your accounting information. Columns 1, 2, and 3 are for general use. They are similar in concept to the memory function of a calculator. You may store information to them, add to them, subtract from them, read from them, use them in ratio (division) calculations, and clear them. The codes available for columns 1, 2 and 3 are:

+   Add to the accumulator the amount from the current line.

-   Subtract from the accumulator the amount from the current line.

0   Clear the accumulator.

If you have entered the slash / in the AMOUNT FROM column, indicating that the line is to print a ratio calculation, enter the following codes in the desired accumulator columns.

N   Use the accumulator as the numerator (top value) in a ratio calculation.

D   Use the accumulator as the denominator (bottom value) in a ratio calculation.

The fourth accumulator (% column), is used to store an amount which will serve as the base in the calculation of percentages throughout the report. For example, this feature could be used to create an income statement in which you would like each line calculated as a percent of total sales. To do this, you would place a **+** in the % column for the line that will serve as the base of the calculation (in this case TOTAL SALES).

LINES 99=PG.

This column is for special format instructions. Enter **1** for single spacing between lines, **2** for double spacing, or **99** for a new page. A "-" in this field will cause a single line to be printed through all amount fields (a "=" will print double lines). A **C** in this field will cause the description to be centered on the report.

10.3. G/L INTERFACE TABLE

REVENUE AND COST CENTERS

You have the option to group revenues and expenses by Customer, Inventory, or None (non-grouped). Press the space bar until the desired option is highlighted and press **ENTER** to confirm the selection.

The G/L Interface table controls the perfect integration within the modules of Dac-Easy Accounting. In this routine you will assign the account numbers used by the system modules when posting to the general ledger. Before creating this file, the following accounts must be set up in your General Ledger Chart of Accounts.

Chart of Accounts file - Requires no accounts to be entered in the interface table.

Customer File -
Bank Checking
Accounts Receivable
Sales Discounts
Finance Charges

Vendor File -
Bank Checking
Accounts Payable
Purchase Tax
Purchase Discounts

Services File -
Bank Checking
Accounts Receivable
Sales
Sales Tax
Finance Charge
Sales Returns
Sales Discounts

Products File -
Requires ALL accounts to be entered

IMPORTANT: Access to the above files will be denied unless the appropriate accounts have been created. Each time one of the above files is selected through the File Creation and Maintenance menu, Dac-Easy will verify that all necessary accounts have been set up in the G/L Interface Table. If the accounts have not been set up, a message will be displayed alerting you of this and access will be denied. This feature protects each module from being out-of-balance with the general ledger.

10.4. PRODUCT FILE

```
┌────────────────────────────────────────────────────────────────────────┐
│ 03/01/87                    PRODUCT FILE MAINTENANCE                 LHP │
│ 06:42 PM                                                                 │
├────────────────────────────────────────────────────────────────────────┤
│                                                                          │
│  Product Code :                     Description :                        │
│  Measure       :        Fraction :    0 Dept.:       Bin:     Vendor :   │
│  Sale Price    :     0.000  Taxable (Y/N) :    Last Sale Date  :    /  / │
│  Minimum       :     0  Reorder :     0        Last Purch. Date :  /  /  │
│  Lst.Purch.Price :       0.000 Std. Cost :   0.000 Avg. Cost :     0.000 │
│                                                                          │
│  On Hand    Units :       0.000  Dollars :         0.000                 │
│  Committed  Units :       0.000                                          │
│  On Order   Units :       0.000                                          │
│  ════════════════════════ STATISTICAL INFORMATION ═══════════════════    │
│                  Yr.Bef.Lst Last Year This Year  Forecast  Variance   %  │
│  Units Purch. :      O          O         O         O         O    0.0   │
│  $ Purchase   :      O          O         O         O         O    0.0   │
│  Units Sold   :      O          O         O         O         O    0.0   │
│  $ Sales      :      O          O         O         O         O    0.0   │
│  $ Cost       :      O          O         O         O         O    0.0   │
│  $ Profit     :      O          O         O         O         O    0.0   │
│  Times Turn   :     0.0        0.0       0.0       0.0       0.0   0.0   │
│  Gross Return :      O          O         O         O         O    0.0   │
└────────────────────────────────────────────────────────────────────────┘
 F1-Help  F6-Delete  F7-Enter stock  F10-Process  ESC-Exit
```

PRODUCT CODE
Use up to 13 alphanumeric characters to identify the product.

DESCRIPTION
Up to 20 characters of text may be used for the product description.

MEASURE
Use up to 4 characters to specify the unit of measure - such as CASE, KILO, DOZ, etc.

FRACTION
This field may contain a value from 1 to 1000, and is used to enter the breakdown of the unit of measure. Case could be 100, dozen -12, six-pack -6, etc.

DEPARTMENT
If you have set up revenue and cost departments in your G/L Interface table by INVENTORY, enter the department number (up to 5 characters) corresponding to the general ledger account that will be used when grouping revenues and costs generated by this product.

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BIN
Use up to 4 characters for the bin or location of the product.

VENDOR
Enter the vendor code (6 characters) for the vendor that usually supplies this product. This field is strictly a memo field and has no affect on the accounting information (you select a specific vendor each time you create a purchase order).

SALES PRICE
Enter the sales price for the product. Remember that this price may be overridden when you create an invoice.

TAXABLE
Enter **Y** or **N** to select whether or not the product is taxable.

LAST SALES DATE
This last sales date is generated and maintained by the computer.

MINIMUM
Use up to 6 digits to enter the minimum quantity of this product that you would like maintained in your inventory. Once your on-hand quantity reaches this minimum level, this product will appear on the Product Alert Report.

REORDER
The reorder field represents the optimum quantity to purchase once the on-hand quantity reaches the level designated in the MINIMUM field.

LAST PURCH. DATE
The last purchase date is generated and maintained by the system.

LST. PURCH. PRICE
The last purchase price is generated by the system and reflects the last price paid for the product.

STD. COST
If you have selected the standard costing method, enter the standard cost in this field.

AVG. COST
This field is generated by the computer and reflects an ongoing average cost for the product (total ON-HAND DOLLARS divided by ON-HAND UNITS).

ON HAND UNITS/DOLLARS
These two fields are displayed by the system and reflect both the physical on-hand quantity as well as the dollar cost of the product in inventory.

COMMITTED UNITS

This field represents the number of products that have been invoiced but not yet posted. Once you have posted your invoice, the quantity will be removed from this field and subtracted from ON HAND UNITS/DOLLARS.

ON ORDER UNITS

This field is updated from the Purchase Order module and displays the quantity of the product currently on order.

UNITS PURCH.

The total number of units purchased.

$ PURCHASE

The total cost of units purchased.

UNITS SOLD

The total number of units sold.

$ SALES

The total dollar sales from units sold.

$ COST

The cost to you of all units sold.

$ PROFIT

The profit is calculated by subtracting $ COST from $ SALES.

TIMES TURN

This field represents the number of times you have turned over your inventory of this product (UNITS SOLD divided by ON HAND UNITS).

GROSS RETURN

The gross return is displayed by the system and is calculated by multiplying TIMES TURN (ON HAND UNITS multiplied by $PROFIT divided by TIMES TURN).

10.5. SERVICES FILE

```
┌──────────────────────────────────────────────────────────────────────┐
│ 03/03/87              SERVICE FILE MAINTENANCE               LHP       │
│ 10:51 AM                Your Company's Name                            │
├──────────────────────────────────────────────────────────────────────┤
│  Service Code :                  Description :                         │
│  Measure      :     Fraction :     0 Dept.:                            │
│  Sale Price   :     0.000  Taxable (Y/N) :    Last Sale Date  :   /  / │
│                      ·                                                 │
│  ══════════════════ STATISTICAL INFORMATION ══════════════════        │
│                                                                        │
│              Yr.Bef.Lst Last Year This Year  Forecast  Variance    %   │
│                                                                        │
│  Units Sold  :       0        0        0         0         0     0.0   │
│  $ Sales     :       0        0        0         0         0     0.0   │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
└──────────────────────────────────────────────────────────────────────┘
```

F1-Help F6-Delete F10-Process ESC-Exit

SERVICE CODE
Use up to 13 alphanumeric codes to identify this code.

DESCRIPTION
Use up to 20 characters of text to describe the service.

MEASURE
Use up to 4 characters to specify the unit of measure - such as HOUR, MIN., etc.

FRACTION
This field may contain a value from 1 to 1000, and is used to enter the breakdown of the unit of measure.

DEPT
If you have set up revenue and cost departments in the G/L Interface table by INVENTORY, enter the department number (up to 5 characters) to be used when grouping revenues and costs generated by this service code. This code will be used to match costs and revenues to the appropriate general ledger accounts.

SALES PRICE

Enter the standard charge for this service. Remember that this price may be overridden when you create an invoice.

TAXABLE (Y/N)

Enter **Y** or **N** to select whether or not this service is taxable.

LAST SALE DATE

This date is generated and maintained by the system.

UNITS SOLD

The total number of units sold.

$ SALES

The total dollar sales from units sold.

10.6. DEFINE COST SYSTEM

```
┌─────────────────────────────────────────────────────────────────────┐
│ 03/04/87                    DEFINE COST SYSTEM                    LHP │
│ 06:31 PM                    Your Company's Name                       │
│──────────────────────────────────────────────────────────────────────│
│                                                                      │
│                                                                      │
│                                                                      │
│                                                                      │
│                                                                      │
│         Define cost system :   Average Cost                          │
│                                                                      │
│                                                                      │
│                                                                      │
│                                                                      │
│                                                                      │
│                                                                      │
│                                                                      │
│                                                                      │
└─────────────────────────────────────────────────────────────────────┘
F1-Help   ESC-Exit   <SPACE>- USE THE SPACE BAR TO SELECT ANSWER
```

Use this routine to select your inventory costing method. The three methods supported are:

Last Purchase Price - Most common for retailers.

Standard Cost - Most common for manufacturers.

Average Cost - Most widely used.

Press the space bar to highlight the desired option and press **ENTER** to confirm. If no method is selected, Dac-Easy will use the Average method.

10.7. CUSTOMER FILE

CUSTOMER CODE
Use up to 6 characters to identify the customer.

NAME
Use up to 30 characters for the customer name.

CONTACT
Use up to 30 characters for the customer contact or use this as the first address line.

ADDRESS
Use up to 30 characters for the address.

CITY
Use up to 15 characters for the city.

STATE
Use 2 characters for the state.

ZIP CODE
Enter the zip code in the format 99999-9999.

TEL
Enter the area code and phone number in the format (999)999-9999.

TYPE
Select one of the following two codes:

O - Open Invoice. This method keeps each invoice until the invoice net balance is zero and the End Month process is run.

B - Balance Forward. This method keeps all invoices until the End Month process is run.

SALES PERSON
Use up to 4 characters for this code.

G/L DEPARTMENT
Enter up to 5 characters for this code. If you have selected to departmentalize by customer in the G/L Interface table, this code will be appended to the sales account code in the interface table and posted to that account in the general ledger (the account must exist). If you have selected not to departmentalize or to departmentalize by product, this field may be used by you as a miscellaneous field for report sorting purposes.

DISCOUNT %

This field represents the discount offered to the customer if invoices are paid within the number of days specified in the DISCOUNT DAYS field. Enter this percentage in the format 99.99 (where 10.50 would indicate 10 and 1/2 percent).

DISCOUNT DAYS

Enter the number of days from the invoice date that the customer must pay the invoice in order to receive the discount in the DISCOUNT % field.

DUE DAYS

Enter the number of days from the invoice date that the invoice is due for payment.

MESSAGE CODE

Use this two character field to select the message from the Message Code file that you would like to assign to the customer. Once a message code has been selected, any activity on this account will cause the system to alert the operator of the message.

CREDIT LIMIT

Enter the customer's credit limit.

CREDIT AVAILABLE

This field is calculated by the system automatically by subtracting CURRENT BALANCE from CREDIT LIMIT.

CURRENT BALANCE

This field is updated by the system each time Billing and Accounts Receivable transactions are posted.

LAST SALES DATE

This field is displayed by the system and reflects the most recent date that the customer made a purchase.

LAST PAYMENT DATE

This field is displayed by the system and reflects the date of the last payment made on the account.

MONTH INT. RATE

This field is used to access finance charges for late payment of invoices. Remember that this is the monthly rate, therefore, annual rates should be divided by 12 (a 12% annual rate would be entered as 1.00 - monthly).

SALES TAX RATE

Enter the sales tax rate in the format 99.999. As invoices are entered for the customer, the system will calculate the sales tax for all taxable items based on the rate entered here. If the customer is not charged sales tax, leave this field at zero.

INVOICES

These fields represents the total number of invoices generated - they may be entered by you or generated over time by the system.

$ SALES

These fields represent the total amount billed to the customer. They may be entered by you or generated by the system over time.

$ COSTS

These fields represent the total cost of items billed to the customer. They may be entered by you or generated by the system over time.

$ PROFIT

These fields are calculated by the system by subtracting $ SALES from $ COST.

10.8. VENDOR FILE

```
┌─────────────────────────────────────────────────────────────────────────┐
│ 03/03/87              VENDOR FILE MAINTENANCE                         LHP │
│ 10:50 AM                Your Company's Name                              │
├─────────────────────────────────────────────────────────────────────────┤
│   Vendor Code  :                        O=Open B=Bal.Fwd.:    O          │
│   Name         :                           Territory    :                │
│   Contact      :                           Type         :                │
│   Address      :                           Discount %   :                │
│   City         :                   State :  Discount Days :       O      │
│   Zip Code     :        -      Tel : (  )  -  Due days     :       O      │
│                                               Message Code  :            │
│   Credit Limit    :        0.00                                          │
│   Credit Available :       0.00 Current Balance   :           0.00       │
│   Last Purch. Date :    /  /         Last Payment Date :      /  /        │
│                                      Sales Tax Rate    :    0.000         │
│   ════════════════════ STATISTICAL INFORMATION ══════════════════        │
│                                                                          │
│                Yr.Bef.Lst Last Year This Year Forecast Variance    %     │
│   # Invoices :      0          0        0         0         0     0.0    │
│   $ Purchase :      0          0        0         0         0     0.0    │
│                                                                          │
└─────────────────────────────────────────────────────────────────────────┘
F1-Help   F6-Delete   F7-Enter invoice   F10-Process   ESC-Exit
```

VENDOR CODE
Use up to 6 characters to identify the vendor.

NAME
Use up to 30 characters for the vendor name.

CONTACT
Use up to 30 characters for the vendor contact or the first address line.

ADDRESS
Use up to 30 characters for the address.

CITY
Use up to 15 characters for the city.

STATE
Use 2 characters for the state.

ZIP CODE
Enter the zip code in the format 99999-9999.

TEL

Enter the area code and phone number in the format (999)999-9999 (the hyphen will be inserted as you type).

TYPE

Select one of the following two codes for the account type:

O - Open Invoice. This method keeps each invoice until the invoice net balance is zero and the End Month process is run.

B - Balance Forward. This method keeps all invoices until the End Month process is run.

TERRITORY

Use up to 4 characters for this code.

TYPE

Enter up to 4 characters for this code. This field may be used by you as a miscellaneous field or for report sorting purposes.

DISCOUNT %

This field represents the discount offered by the vendor if invoices are paid within the number of days specified in the DISCOUNT DAYS field. Enter this percentage in the format 99.99 (where 10.50 would indicate 10 and 1/2 percent).

DISCOUNT DAYS

Enter the number of days from the invoice date that you must pay the invoice in order to receive the discount in the DISCOUNT % field.

DUE DAYS

Enter the number of days from the invoice date that the invoice is due for payment.

MESSAGE CODE

Use this two character field to select the message from the Message Code file that you would like to assign to the vendor. Once a message code has been selected, any activity on this account will cause the system to alert the operator of the message.

CREDIT LIMIT

Enter your credit limit.

CREDIT AVAILABLE

This field is calculated by the system automatically by subtracting CURRENT BALANCE from CREDIT LIMIT.

CURRENT BALANCE

This field is updated by the system every time you post Purchase Order or Accounts Payable transactions.

LAST PURCH. DATE

This field is displayed by the system and reflects the most recent date of purchase.

LAST PAYMENT DATE

This field is displayed by the system and reflects the most recent payment made on the account.

SALES TAX RATE

Enter the sales tax rate in the format 99.999. As invoices are entered, the system will calculate the sales tax for all taxable items based on the rate entered here. If you do not pay sales tax to this vendor, leave this field at zero.

 # INVOICES

These fields represent the total number of invoices generated - they may be entered by you or generated over time by the system.

$ PURCHASES

These fields represent the dollar amount of purchases made. They may be entered by you or generated by the system over time.

10.9. MESSAGE FILE

Up to 40 messages may be stored in the message file, each containing up to 39 characters of text. Any message in the file may be tied to a customer or vendor by simply entering the message number in the MESSAGE CODE field of the customer or the vendor. Once a message code has been placed on an account, any activity on the account will cause the message to be displayed to the operator.

These codes may also be used in the Purchase Order and Billing routines by entering the letter **M** in the ITEM# field, pressing the space bar once, and entering the message (1-40).

10.10. STATEMENT TEXTS

This routine allows you to enter 5 different statement messages for each of the following aging categories:

* Inactive
* Current
* 1-30 days late
* 31-60 days late
* More than 60 days late

One of the 5 messages entered will be printed depending on the aging of each customer.

10.11. COMPANY ID. FILE

Use these four lines to enter your company name and address. The information entered on this screen will be used throughout the system on all applicable screens and reports. As a convenience, you may press **F2** to center the text within the boundaries of each line.

10.12. INVOICE / P.O. NUMBERS

Because of Dac-Easy's ability to automatically assign purchase order and invoice numbers to your documents, it is necessary to indicate the last numbers used for each of the following:

```
03/03/87                    NUMBER SEQUENCE TABLE                        LHP
10:51 AM                     Your Company's Name



     Last Purchase Order Number                    :
     Last Purchase Order Return Number             :
     Last Invoice Number                           :
     Last Sales Return Number                      :









F1-Help   ESC-Exit
```

10.13. PURCHASE ORDER AND BILLING CODES

PURCHASE ORDER CODES				BILLING CODES			
Code	Description	Acct.	Tax.	Code	Description	Acct.	Tax.
1	Freight	52081	N	1	Freight	4301	N
2	Insurance	52082	N	2	Insurance	4302	Y
3	Packaging	52083	N	3	Packaging	4303	Y
4	Advertising Radio/TV	52191	Y	4			
5	Advertising Print	52192	Y	5			
6	Autos & Trucks	12011	Y	6	Autos & Trucks	12011	Y
7	Furniture & Fixtures	12021	Y	7	Furniture & Fixtures	12021	Y
8	Office Equipment	12031	Y	8	Office Equipment	12031	Y
9	Machinery & Equip.	12041	Y	9	Machinery & Equip.	12041	Y
10	Other Fixed Assets	12061	Y	10	Other Fixed Assets	12061	Y
11	Office Supplies	5211	Y	11			
12				12			
13				13			
14				14			
15				15			
16				16			
17				17			
18				18			
19				19			
20				20			

F1-Help   F2-Toggle Po/Billing   F10-Process ESC-Exit

In the process of creating purchase orders and invoices, you may wish to enter miscellaneous charges not associated with merchandise (such as freight, insurance, etc.). For this reason, Dac-Easy allows you to create up to 20 special purchase order codes and 20 invoice codes. Enter a description (up to 20 characters), the general ledger account to which you would like the related revenue/expense to be posted, and whether or not the item is taxable in the space provided:

FILE UTILITIES

While you are in the Main menu or any other sub-menu simply press the **F3** key to access the File Utility menu. This section will explain the purpose of the three routines available in the File Utilities menu. Once you press **F3**, the screen will appear as follows:

```
 03/07/87                    DAC EASY Accounting 2.0                      LHP
 05:29 PM                     Your Company's Name
═══════════════════════════════════════════════════════════════════════════



                            UTILITIES MENU


                      1. Setup Printer Parameters
                      2. File Status
                      3. File Rehash


                      Enter Your Selection:





```

F1-Help   F4-Change Date   ESC-Exit

DEFINE PRINTER PARAMETERS

Dac-Easy prints your invoices, purchase orders, statements, and reports in condensed mode (16.7 characters per inch). However, labels, checks, and the General Ledger Chart of Accounts, are printed in normal mode (10 characters per inch).

Most printers use the standard IBM™ codes for these print modes (**15** - Condensed, **18** - Normal). See the sample screen on the next page.

		1st	2nd	3rd	4th	5th	6th
Normal Codes	:	018	0	0	0	0	0
Condensed Codes	:	015	0	0	0	0	0

F1-Help   F10-Process   ESC-exit

If using these codes does not produce the desired results, consult your printer manual for the appropriate codes. Or consult the table on the opposite page:

		1st	2nd	3rd	4th	5th	6th
Anadex DEP6500	Normal	27	81				
	Condensed	27	82				
Anadex - Other Modules	Normal	18					
	Condensed	20					
Apple DMP, Image Writer	Normal	27	78				
		27	81				
Centronix & C.Itoh (see apple)							
Diablo - P series	Normal	27	65				
	Condensed	27	67				
Diablo - S series	Normal	27	51				
	Condensed	27	53				
Micro peripherals	Normal	27	94				
	Condensed	27	95				
NEC Pinwriter	Normal	27	78				
	Condensed	27	81				
Okidata ML 92/94/84	Normal	30					
	Condensed	29					
Okidata Pacemark	Normal	27	54				
	Condensed	27	66				
Radio Shack (most models)							
	Normal	27	19				
	Condensed	27	20				
Star Micronics	Normal	15					
	Condensed	27	80				
Toshiba	Normal	27	93				
	Condensed	27	91				

The above mentioned computer or printer brand names are trademarks or registered trademarks of the respective printer manufacturers. Dac Software, Inc. cannot take any responsibility for these printer codes. If you have difficulty installing your printer parameters, consult your printer manual or computer dealer for assistance.

As you can see from the above chart, most printers use one or two codes, however, we have included six. We have done this so that you may take advantage of any future advancements made in printer or laser technology which might require additional code paramenters.

Once you have entered your printer codes, press **F10** to return to the File Utilities menu.

FILE STATUS

This routine lists the accounting data files displaying the number of records defined in each file as well as the number of records used. The following is an explanation of the data files displayed by this routine:

File	Names	Description
Accounts	DEA-F00.KEY and .DAT	One account in your chart per record.
Customers	DEA-F01.KEY and .DAT	One customer data per record.
Vendors	DEA-F02.KEY and .DAT	One vendor data per record.
Products	DEA-F03.KEY and .DAT	One product data per record.
AR Open Invoices	DEA-F04.KEY and .DAT	One invoice or payment per record.
AR Transactions	DEA-F05.KEY and .DAT	One debit or credit per record.
AP Open Invoices	DEA-F06.KEY and .DAT	One invoice or payment per record.
AP Transactions	DEA-F07.KEY and .DAT	One debit or credit per record.
GL Transactions	DEA-F08.KEY and .DAT	One debit or credit per record.
Invoices	DEA-F09.KEY and .DAT	One line of an invoice per record.
Purchase Orders	DEA-F10.KEY and .DAT	One line of a P.O. per record
Physical Inventory	DEA-F11.KEY and .DAT	One product count per record
General File	DEA-F17.DAT	General file information including the G/L Interface table.
Sort File	DEA-F18.DAT	Work file for sorting purposes.

Because Dac-Easy estimates the size of some files by the number of records defined by you in the installation procedure, it is possible that a file has been defined with too few records. The File Rehash routine gives you complete control over the size definitions of these files - allowing you to change them at any time (see the next section).

FILE REHASH

This routine allows you to change your file size definitions. It is possible that, during your normal daily activities, the program will alert you that the space of a particular file has been exhausted, instructing you to rehash your file size. If one of these warning messages appears during a posting process, the system will automatically create the needed space (only temporary) to allow the posting process to finish. After the posting process is complete, go immediately to the File Rehash routine to enlarge the indicated file.

The File Rehash is fully automated. If your system does not have enough disk space available to rehash you data files, it will prompt for one or more floppy disks. Be sure you have some blank, formatted, floppy disks handy (usually just needed for floppy-based systems) when performing this operation.

Follow these steps:

1. Select the file to Rehash and enter the new number of records. Dac-Easy will now control the process providing messages to you when to replace diskettes and when to press the **ENTER** key. The system will copy your old files on additional disk space (as many diskettes as needed) to make room for the new file size. Once all the old files are removed, Dac-Easy will assign the new file size and begin asking for you to insert the disks to retreive the old files. If you need more than one diskette, be sure to number them because Dac-Easy will ask for the disks by number (only if more than one is used). If you make a mistake and enter the wrong disk, Dac-Easy will alert you with an error message.

2. Once this process is finished, the rehash will be complete and you will be able to continue with your daily operations.

    If there is not enough disk space for your new file size:

    FLOPPY SYSTEMS:
    1. Rehash other files that have been over-allocated to a smaller file size. This will free up space for the file that needs to be enlarged.
    2. Upgrade to a hard-disk system

    HARD DISK SYSTEMS:
    1. Rehash other files that have been over-allocated
    2. Remove other programs from their hard disk
    3. Upgrade to a larger hard disk.

    This process is simple enough but is very important that you adhere to these critical cautions:

    A. BACK UP ALL FILES BEFORE ATTEMPTING TO REHASH ANY FILE

    B. IF YOU NEED TO TEMPORARILY PUT THE OLD FILES ON A FLOPPY DISK IN ORDER TO CREATE THE NEW FILE SIZE, MAKE SURE YOU HAVE ENOUGH DISKS AVAILABLE. YOU MAY NOT STOP THE PROCESS

BEFORE FINISHING.

C. DO NOT INTERUPT THIS PROCESS ONCE IT HAS STARTED. IF A POWER OR HARDWARE FAILURE OCCURS DURING THIS PROCESS THE ONLY WAY TO RECOVER YOUR DATA IS TO RESTORE THE FILES FROM THE BACKUP YOU MADE BEFORE ATTEMPTING THIS ROUTINE (IT IS IMPORTANT TO CREATE A BACKUP).

D. IF THE SYSTEM INFORMS YOU THAT A FILE IS FULL, MAKE SURE YOU IMMEDIATELY ENLARGE THAT FILE BEFORE ATTEMPTING MORE TRANSACTIONS.

CHANGING FILES FROM ONE DRIVE TO ANOTHER

Normally, most floppy disk users will upgrade to a hard disk system to gain speed, capacity, security, and convenience. To simply move these files to a different disk drive, follow these steps:

1. Be sure that your computer dealer helps you install and format the hard disk with the DOS. If done properly, you won't have to insert your DOS disk anymore when starting out each day.

2. It might also be a good time to add an expansion card that gives you more memory plus an internal clock so you won't have to enter the time and date each time you turn the computer on.

3. It is convenient to have an autoexec.bat file for the startup process so that you can save a lot of keystrokes each day. Your computer dealer can help you with this process or if you are a subscriber to our Extended Support agreement, call us, we can help you.

4. At this point, you are ready to copy Dac-Easy Accounting onto the hard disk . Use the two original disks that contain the program, install procedure and samples.

5. Now insert the disk with the install routine and follow the installation procedure as if you were installing Dac-Easy Accounting for the first time. We suggest you use the directory names we suggested in Chapter 3, but you can use whatever names you wish.

6. Once you have finished the installation procedure, exit the program and when the DOS prompt C> appears, place the diskette which contains your accounting data files (the same one you used in Drive B on your old system) in Drive A and type:

C>Copy a:*.* \dea\files

...and press the **ENTER** key. The screen will display all 26 of the file names as they are being copied. Once finished you are ready to start using Dac-Easy Accounting on your hard disk system.

INDEX

A
Complete
Line of
Personalized
Business
Forms and
Checks.

Dac
Easy ⊙–//*Forms*™

We offer professional customized printing in a variety of multiple parts only to Dac-Easy users, and like all Dac products, Dac-Easy Forms and Dac-Easy Checks are available at great savings to you!
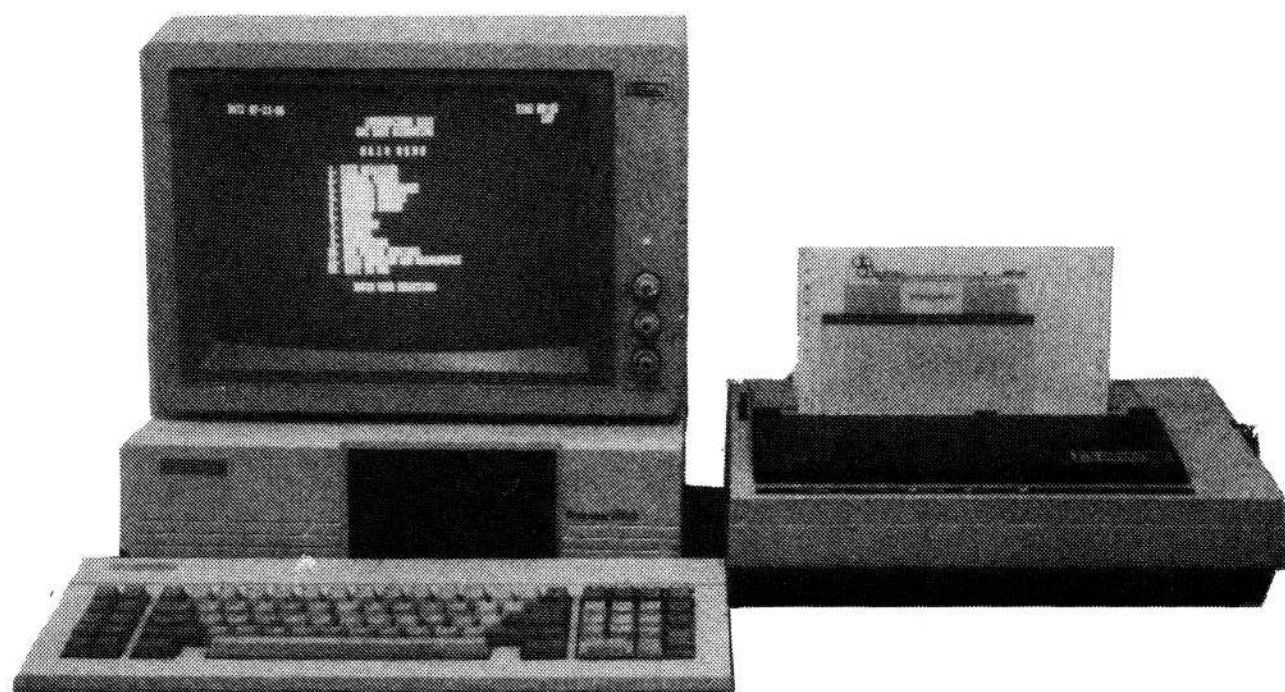
Dac Offers The Best In Carbonless Paper.

Because carbonless paper produces dark, bold images, impressions are easy to read. It copies on all popular copy machines, and is more cost efficient than carbon-interleaved forms because of lower freight costs, reduced storage costs, and the elimination of carbon waste.

Standard color sequence of multiple-part forms: White (one), Yellow (two), Pink (three), Goldenrod (four).
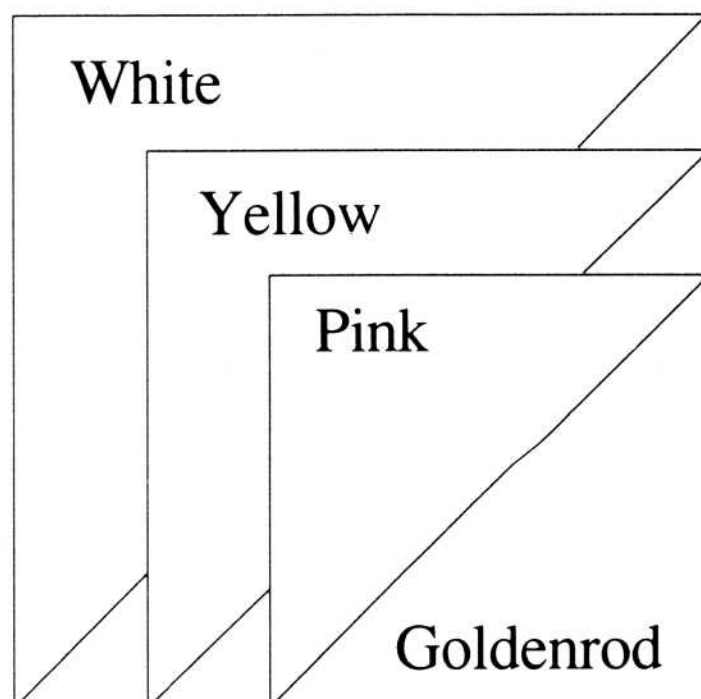
White

Yellow

Pink

Goldenrod

Imagine Printing Payroll Checks At The Touch Of A Key!

Our payroll checks make fast work of your payroll processing. They are perfect for your employees because they handle multiple deductions and year-to-date totals. You have a full 4$^1/_2$" x 1" area for your imprint. The compatible envelope # 800321 allows the employee name to show through, yet protects the amount paid.

FORM # 800591 (1-Part) 8$^1/_2$" x 7"

Multiple Part Payable Checks Beat The Agony Of Writing Checks By Hand!

Carbonless payable checks can accommodate up to ten invoices on one check, saving you time and money. We offer these attractive checks in two and three parts with imprint areas of 7" x $1/3$" on the stub and $4^1/2$" x 1" on the check. Mailing envelope with see-thru window keeps you from having to type the address. Ask for envelope # 800321.

FORM # 800582 (2-Part) $8^1/2$" x 7"
FORM # 800583 (3-Part) $8^1/2$" x 11"

09998

AMOUNT	DISCOUNT	NET AMT.

CAPITAL RESOURCES, INC.

INVOICE NO.

DATE

CHECK NUMBER

FIRST AMERICAN BANK N.A
Washington, DC

15-4 2
540

CHECK NO 09998

CAPITAL RESOURCES, INC
1025 Thomas Jefferson Street, N·W
Suite 302
Washington, D.C. 20007

CANCELLED

DATE

AMOUNT

PAY
TO THE
ORDER
OF

Statements

Versatile Statements For Any Type Of Business.

Designed for use by either a service-oriented or an inventory-based business with 11 columns for detailed information. Offered in two different sizes in two part only.

FORM # 800562   (2 Part) 8½" x 7"
FORM # 800572   (2 Part) 8½" x 11"

D&D RENTALS, INC.
Post Office Box 2473
Tallahassee, Florida 32316
Phone 562-1144

STATEMENT

DATE	INVOICE #	DUE DATE	C D	DESCRIPTION	REF. #	DEBITS	CREDITS	AMOUNT DUE	PAST DUE AMOUNT	PAST DUE DAYS

TOTAL BALANCE	PAST DUE BALANCE	PAST DUE DAYS

Take Full Control Of Your Purchasing With Flexible Three-Part Purchase Orders.

Designed for ordering either inventory items or services, with plenty of space for any detail required. Your custom imprint area is $7^1/_4$" x 1".

FORM # 800513 (3 Part) $8^1/_2$" x 7 "

Invoices With Discount Columns.

Designed for the inventory-based business needing detailed information on their invoice such as Ship To, Ship Via, FOB, Discount Days, Discount Percent, Net Days, Reference Numbers, Inventory Numbers, Description, Units Ordered and Price, etc.

FORM # 800523 (3 Part) $8^1/_2$" x 7"
FORM # 800524 (4 Part) $8^1/_2$" x 7"
FORM # 800434 (4 Part) $8^1/_2$" x 11"

Invoices Without Discount Columns.

Designed for the inventory-based business that offers no discounts for early payment. All other fields match Form # 800523 detailed above.

FORM # 800533 (3 Part) $8^1/_2$" x 7"
FORM # 800534 (4 Part) $8^1/_2$" x 7"

Invoices For The Service Oriented Business.

Designed for the service business with plenty of room for reference numbers and description of services or hours. Perfect for any company that doesn't deal with inventory.

FORM # 800553 (3 Part) $8^1/_2$" x 7"
FORM # 800554 (4 Part) $8^1/_2$" x 7"

TEXONICS INC.
A COMPANY IN MOTION
P.O. BOX 50417 • DENTON, TX. 76206
817/565-9411 • METRO 260-3403

SHIP TO

INVOICE

| INVENTORY # | DESCRIPTION | ORDERED | SHIPPED | BACK ORDER | UNIT PRICE | DISC. % | EXTENDED PRICE |

SHIP VIA
F.O.B.
DATE
DISC. DAYS | DISC. % | NET DAYS | YOUR # | OUR #
NO. | PAGE | DUE DATE

AVIATION NEWS
1224 N.W. 72 Avenue • Miami, Florida 33126
305-599-1344

SHIP TO

INVOICE

| INVENTORY # | DESCRIPTION | ORDERED | SHIPPED | BACK ORDER | UNIT PRICE | DISC. % | EXTENDED PRICE |

SHIP VIA
F.O.B
DATE
NO | PAGE | DUE DATE | YOUR # | OUR #

PARK RIDGE TAXI SERVICE, INC.
ROSEMONT TAXI SERVICE, INC.
110 Summit Avenue
Park Ridge, IL 60068-0702

INVOICE

DATE
NO. | PAGE | DUE DATE

| REFERENCE # | DESCRIPTION | AMOUNT |

SUB-TOTAL
TAX
TOTAL

NET TO PAY

Credit Memos

Keep An Accurate Record Of Returns And Credits Given To Your Customers With Our Credit Memos.

Designed for indicating any type of sales credit with space for the same type of detail found on the Purchase Order.

FORM # 800494 (4 Part) 8 ¹/₂" x 7"

J. W. MOLINA ENTERPRISES INTERNATIONAL, INC.
(818) 915-6135
3104 E. GARVEY AVE. SUITE J
WEST COVINA, CALIFORNIA 91791

REMARKS

SALES RETURN
CREDIT MEMO

NO   PAGE   DUE DATE   YOUR REF.   OUR REF.
DISC DAYS   DISC   NET DAYS
DATE
FOB   RECEIVED   UNIT PRICE   DISC. %   EXTENDED PRICE
SHIP VIA
DESCRIPTION
INVENTORY #

SUB-TOTAL
SALES TAX
TOTAL

Imprinted Window Envelopes For Dac-Easy Business Forms Make A Lasting Impression.

Protect the privacy of your payroll checks with our see-thru windows, and save addressing time with payable check envelopes. Offered without imprint at a slight savings.

FORM # 800321

All Dac-Easy business forms use the same low-priced envelope with see-thru window which offers return address imprinting.

FORM # 800221

ONCO™
Advancing the understanding and treatment of cancer
780 Commercial St. SE ■ Salem, OR 97301
P.O. Box 2226 ■ Salem, OR 97308 ■ 503/363-0049

LYNX DISTRIBUTING CO.
1445 E. Los Angeles Ave., Suite 116
Simi Valley, CA. 93065

Fast Forms

Dac-Easy Fast Forms Offer A Low-Cost Alternative To Custom Imprinted Business Forms!

- Same modern two-color design as our pre-printed Dac-Easy Forms.

- Shipped within 48 hours.

- 250 Minimum order quantity.

- Statement, two invoices, purchase order and envelope available in $8\frac{1}{2}$" x 7" forms only.

Make Easy Work Of Tax Filing With Our W-2 Forms.

Our IRS approved W-2's are printed automatically by Dac-Easy Payroll and are available in six-part forms.

FORM # 800900

8 ¹/₂" x 7" Forms Hold 15 Line Items And 8 ¹/₂" x 11" Hold 39 Line Items.

YOUR PRINTER MUST BE AT LEAST AN 80 COLUMN PRINTER THAT CAN PRINT 132 COLUMNS IN COMPRESSED MODE. MOST DAISY WHEEL PRINTERS WILL NOT WORK WITH DAC-EASY FORMS. W-2 FORMS REQUIRE AN ADJUSTABLE TRACTOR FEED.

CALL TOLL FREE TODAY
1-800-992-7779

IN TEXAS CALL
1-214-458-0038

Or complete both sides of this order form and mail in your order.

Mail To:
 ❀ **Dac Software, Inc.**
4801 Spring Valley Rd.
Bldg. 110 B
Dallas, Tx 75244

Date _____

Name _____

Company _____

Address _____

City _____ State _____ Zip _____

Phone _____

Dac Software Serial # _____

* * * Method Of Payment   Check One   Please No C. O. D.'s Or Purchase Orders * * *
☐ Check ☐ Money Order ☐ VISA ☐ MASTERCARD ☐ AMEX
Account # _____

Expires _____

Signature of Cardholder_____

Number of Employees _____

Type of Business _____

Order Form

PLEASE TYPE OR PRINT CLEARLY.

QUANTITY	DESCRIPTION	FORM NUMBER	NUMBER OF PARTS	CHECK BEGINNING	CHECK ONE		PRICE	FREIGHT CHARGES
					SET TYPE	USE LOGO		

TOTAL FREIGHT

TOTAL FORMS PRICE

LOGO CHARGE*
*(First order only)

SUB-TOTAL

APPLICABLE TAX*
*(Texas Residents - Add 7 1/4% sales tax)

FREIGHT

TOTAL $

1. **LOGOS:** $20 charge for first time logos only. Logos will be kept on file and used for repeat orders at no charge. Logo can be the entire copy block or just special artwork.
2. Use provided Logo ☐ YES ☐ NO
   Use Dac set type ☐ YES ☐ NO
   Or a combination of ☐ BOTH
   If YES, all artwork must be camera ready, black line art only. No photocopies, letterheads, or business cards.
3. Copy with customer's imprint area should be:
   ☐ Flush Left ☐ Centered ☐ Flush Right
4. All imprinting in black ink only.
5. **CHECKS:** A "voided" bank check (not a deposit form), or a magnetic ink encoding form filled in by your bank, must accompany your check order. Also, you must indicate a beginning check number.
6. Printer model _____ Carriage width _____
7. **YOUR PRINTER MUST BE AT LEAST AN 80 COLUMN PRINTER THAT CAN PRINT 132 COLUMNS IN COMPRESSED MODE.**

DON'T FORGET TO ORDER ENVELOPES!

IMPRINT AREA: If Dac sets type, please neatly print or type your company information exactly as you want it to appear on your printed forms, or enclose artwork (4½ x 1" or maximum of 5 lines).

_____

_____

_____

_____

_____

FORMS

NOTE: All prices include black imprinting only.

SIZE PARTS	FORMS INCLUDED		QUANTITY					
			500	1000	2000	3000	4000	5000
8½ × 7 2 PART	Statements: 800562	Price	52.00	81.00	127.00	183.00	233.00	274.00
		Freight	Rate 1	Rate 1	Rate 2	Rate 3	Rate 4	Rate 4
8½ × 7 3 PART	Invoices: 800553, 800523, 800533 Purchase Order: 800513	Price	64.00	101.00	176.00	242.00	303.00	358.00
		Freight	Rate 1	Rate 2	Rate 3	Rate 4	Rate 5	Rate 7
8½ × 7 4 PART	Invoices: 800554, 800524, 800534 Credit Memo: 800494	Price	73.00	113.00	204.00	281.00	347.00	424.00
		Freight	Rate 1	Rate 2	Rate 4	Rate 5	Rate 7	Rate 7
8½ × 11 2 PART	Statements: 800572	Price	72.00	114.00	204.00	275.00	341.00	402.00
		Freight	Rate 1	Rate 2	Rate 4	Rate 4	Rate 6	Rate 7
8½ × 11 4 PART	Invoices: 800434	Price	107.00	187.00	319.00	440.00	550.00	649.00
		Freight	Rate 2	Rate 4	Rate 6	Rate 7	Rate 7	Rate 7

FAST FORMS*

SIZE PARTS	FORMS INCLUDED		QUANTITY		
			250	500	1000
8½ × 7 3 PART	Invoices: 810553, 810523	Price	22.00	43.00	84.00
		Freight	Rate 1	Rate 1	Rate 2
8½ × 7 3 PART	Purchase Order: 810513	Price	22.00	43.00	84.00
		Freight	Rate 1	Rate 1	Rate 2
8½ × 7 2 PART	Statements: 810562	Price	22.00	43.00	84.00
		Freight	Rate 1	Rate 1	Rate 2
WINDOW ENVELOPE	Envelopes: 810221	Price	15.00	29.00	56.00
		Freight	Rate 1	Rate 1	Rate 2

CHECKS

SIZE PART	CHECK NO.		QUANTITY					
			500	1000	2000	3000	4000	5000
8½ × 7 2 PART	Payable: 800582	Price	69.00	99.00	153.00	208.00	261.00	311.00
		Freight	Rate 1	Rate 1	Rate 2	Rate 3	Rate 4	Rate 4
8½ × 7 3 PART	Payable: 800583	Price	76.00	112.00	187.00	253.00	285.00	335.00
		Freight	Rate 1	Rate 2	Rate 3	Rate 4	Rate 5	Rate 7
8½ × 7 1 PART	Payroll: 800591	Price	56.00	67.00	96.00	124.00	150.00	175.00
		Freight	Rate 1	Rate 1	Rate 1	Rate 2	Rate 2	Rate 3

W-2 FORMS

TYPE	FORM NO.		QUANTITY				
			100	300	500	1000	3000
W-2	800900	Price	45.00	64.00	84.00	132.00	242.00
		Freight	Rate 2	Rate 3	Rate 4	Rate 4	Rate 7

ENVELOPES

TYPE	ENVELOPE NO.		QUANTITY				
			1000	2000	3000	4000	5000
FORM ENVELOPE	800221	Price	51.00	86.00	120.00	152.00	182.00
		Freight	Rate 2	Rate 3	Rate 4	Rate 4	Rate 5
CHECK ENVELOPE	800321	Price	51.00	86.00	120.00	152.00	182.00
		Freight	Rate 2	Rate 3	Rate 4	Rate 4	Rate 5

FREIGHT TABLE

NOTE: Freight is figured on a per form basis	ZONE 1 AR, KS, LA, MO, MS, NE, OK, TX	ZONE 2 AL, AZ, CO, FL, GA, IA, IL, IN, KY, MN, NC, NJ, NM, OH, SC, SD, TN, UT, WI, WY	ZONE 3 DC, DE, ID, MD, MI, MT, ND, NV, PA, VA, WV	ZONE 4 CA, CT, MA, ME, NH, NY, OR, RI, VT, WA	ZONE 5 AK, HI	TWO DAY SHIPMENT ADD
Rate 1	3.75	5.50	6.50	7.50	9.50	10.00
Rate 2	6.25	9.50	11.50	13.75	15.75	20.00
Rate 3	8.75	13.75	16.75	20.00	22.00	30.00
Rate 4	10.00	16.00	19.50	23.00	25.00	40.00
Rate 5	14.25	22.00	26.75	31.75	33.75	50.00
Rate 6	16.75	26.00	31.75	38.00	40.00	60.00
Rate 7	19.25	30.25	37.00	44.25	46.25	70.00

Form Price List

Get High Performance Ultra-Affordable Business Software... Only From Dac.

Quality Products, Complete Support And Amazing Value.

Dac Software has become the fastest growing company in accounting software history for one simple reason. We truly put the customer first in everything we do.

We believe in giving you our continuing best. That's why we painstakingly developed the powerful, new Version 2.0 Dac-Easy Accounting Series, a class of products unmatched in their combination of speed, performance, flexibility, ease of use, and value. For example, Dac-Easy Accounting, the number one selling accounting software in the industry, now has over 50 major enhancements to the original record setting package!

Yet the new Dac-Easy Accounting Series Version 2.0 is just the beginning. We're also working diligently to enhance our Productivity Series, an ever growing line of office, home and professional productivity programs.

We provide more than great software at amazing prices. Behind all Dac-Easy products stand the most innovative development team-- and the most responsive support staff--in the business. Working together, Dac professionals insure you get the very best support possible for the best software. Like our FREE 'Getting Started' support to new users.

That's why nearly 250,000 smart executives, managers, and owners worldwide have decided to computerize their companies the fast, efficient, affordable Dac-Easy way.

And that's why Dac has consistently earned highest marks from the experts.

Astounding Claims From The Experts.

PC World states: "Dac-Easy Accounting staged an astounding coup in the accounting category...of the World Class Awards...relegating last year's winner to the bottom of the pile."

From Jim Seymour, noted industry commentator: "While no one was looking, Dac has grown from a one-product shop to a whole line of related products. Impressive programs and a great value for the money."

PC MAGAZINE EDITOR'S CHOICE

InfoWorld 1985 PRODUCT OF THE YEAR

Says *Computer Reseller Monthly*: "Companies like Dac have taught consumers that software doesn't have to be expensive to be good."

U.S. News & World Report exclaims, "Dac scores!"; while D&B Reports observes that "Dac Software has taken the industry by storm ...the storm shows no sign of letting up."

Finally, *InfoWorld* offers some sound advice: "Dac-Easy is a program we highly recommend."

Clearly, Dac Software is a company you can trust. And Dac-Easy products have earned and continue to earn wide acclaim from some of the most knowledgeable persons and publications in the industry.

Growing Popularity Around The World.

Not surprisingly, worldwide demand has been such that the Dac-Easy Accounting Series has been translated into other languages. Dac-Easy is currently distributed to countries around the globe, including Canada, Australia, New Zealand, Mexico, United Kingdom, Colombia, Costa Rica, France, Germany, and others.

Creating superior products at affordable prices, backed by excellent support. That's the Dac philosophy. We're totally committed...to giving our customers the total business solution!

A Full Line Of Better Business Software.

Dac-Easy offers you one of the broadest selections anywhere of high performance, high value business software. All of our programs have been carefully designed...to complement each other, work in perfect harmony with your specific company, and boost business productivity.

Better Products At Better Prices.

Version 2.0 Dac-Easy Accounting and our Dac-Easy Payroll have been totally redesigned from the original, best selling products to give you everything you need. And want. Both are ultra-powerful yet easy to learn and operate. Each can be used stand-alone, or united via a simple electronic "handshake", to create a completely integrated business system. Plus, our new Accounting Tutor and Payroll Tutor will teach you the basics of accounting or payroll, and help you master the awesome power of Dac-Easy Accounting 2.0 and Dac-Easy Payroll 2.0 even faster.

Dac-Easy RePort 2.0 is a completely new program that allows you to create custom reports intermixing fields from accounting or payroll files or move data into your favorite spreadsheet or database (such as Dac-Easy Base). Dac-Easy Mate 2.0 provides advanced utility capabilities when working with the Dac-Easy Accounting 2.0 or Payroll 2.0--such as powerful macros which help save time, full featured calculator, handy notepad and fast backup utility that's faster than DOS (and lets you stay in Accounting or Payroll).

When you need a relational database program that's extremely powerful, yet easy to learn, get Dac-Easy Base. It offers many innovative features and can help you rapidly organize, file, locate, sort and retrieve all kinds of data. And our new Dac-Easy Word II gives you sophisticated editing capabilities, with pull-down menus, speed-key options, mail merge, windows, dictionary with word options, and more.

For your convenience, we also offer a full line of business forms and checks designed for Dac-Easy Accounting 2.0 and Payroll 2.0.

Unbeatable Dac Software Support!

Backing all of our quality products is our Dac-Easy Support. In addition to FREE 'Getting Started' Support for new users, we offer an Extended Support Plan that provides sixty minutes toll free assistance over twelve months time.

Why not get the Dac total solution for your business...today!

The Most Amazing Accounting Package Ever Introduced!

We took the industry's current number one selling accounting package that won InfoWorld's 1985 "Best Software Value" plus PC World's 1986 World Class Award, and made it even better.

Seven Accounting Modules On One Disk.

Naturally, we kept all the impressive features which have led hundreds of thousands of users worldwide to rely upon Dac-Easy Accounting. Only Dac-Easy combines seven complete modules in one perfectly integrated program: General Ledger, Accounts Payable, Accounts Receivable, Inventory, Purchase Order, Billing, and Budgeting. Enter data once, and it's automatically posted to the other modules!
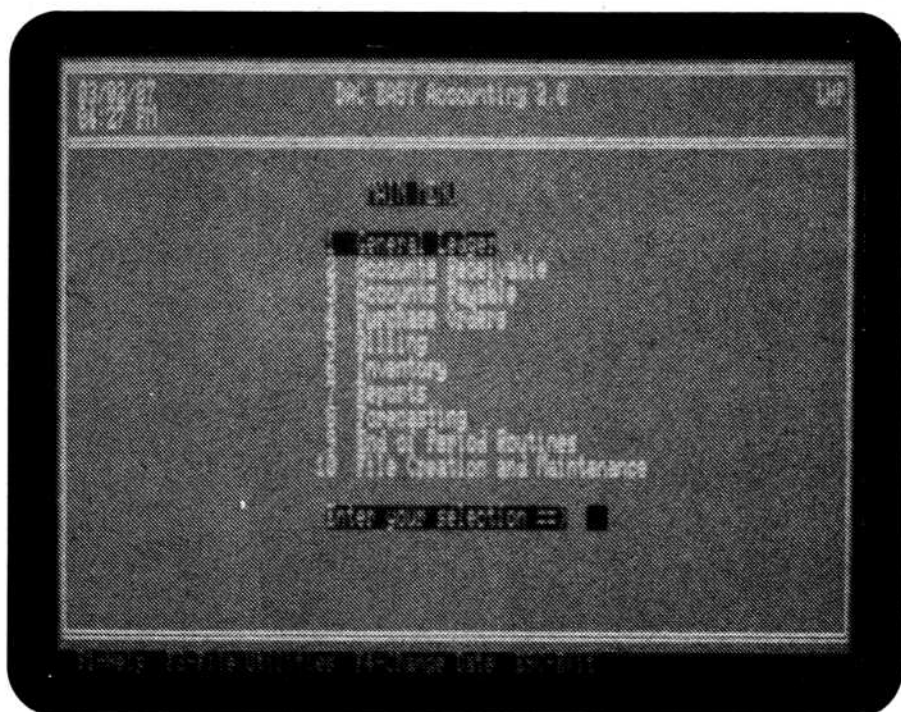
Service Or Product-Oriented Businesses.

With Dac-Easy, you'll get fast, accurate management information for any business, whether service oriented or product based. Plus, you'll never have to worry about outgrowing Dac-Easy Accounting. Simply add more memory to handle more files. And, Dac-Easy allows you to convert from a floppy to a hard disk.

Unbelievably Easy To Install And Use.

New Dac-Easy Accounting 2.0 has over fifty powerful enhancements, and is

incredibly easy to install and operate. Context-sensitive help screens guide you every step of the way.
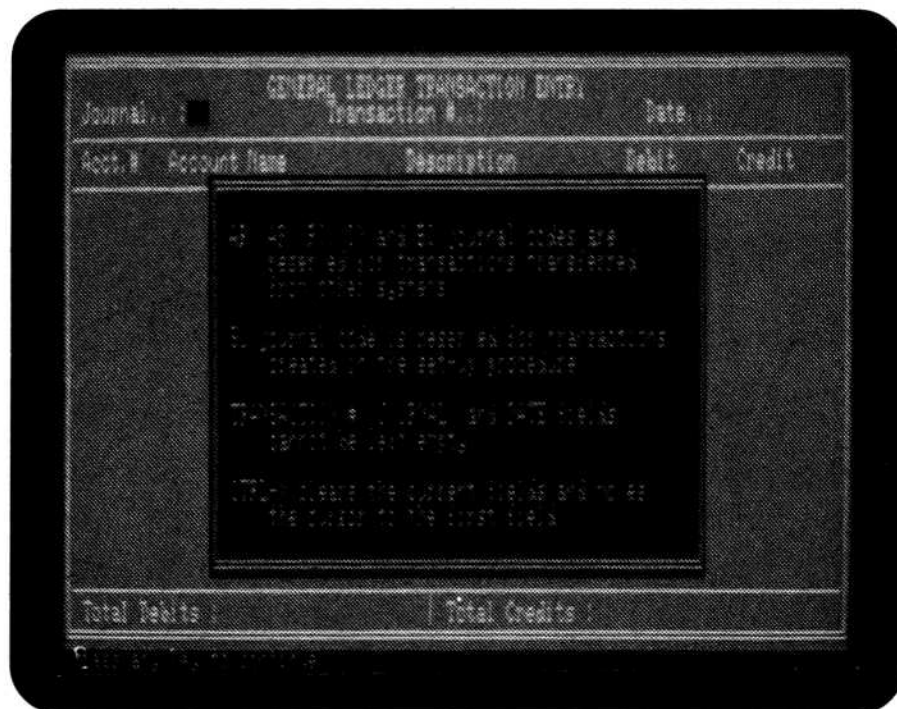
File set-up is a snap. You'll simply answer five easy questions on screen. Dac-Easy conveniently provides sample Chart of Accounts, Income Statements and Balance Sheets which most businesses can use with little or no modification.

Here are just a few ways new Dac-Easy Accounting can help you manage your business more effectively:

● Need immediate, corresponding invoicing plus data capture for point of sale? Dac-Easy can do it!

● You operate a service business, and you want complete billing by transaction, by customer, and by company? Dac-Easy's powerful new service billing routine handles it all.

● Want to be able to perform financial analyses as well as forecasting? Dac-Easy has financial ratioing capabilities built-in, plus forecasting routines which can help you project revenue and expense budgets based on 3-year account history.

● Need departmental profit & loss information by product line or customer? With Dac-Easy Accounting 2.0, you get multi-department, multi-revenue profitability reporting fast; you can also evaluate profitability by customer or salesperson.

Feature For Feature, The Best Accounting System Available!

GENERAL:
- Multi-company, multi-departmental
- Password protected
- Extensive manual with accounting primer
- On-line context-sensitive help
- Fast-start installation, plus FREE 'Getting Started' Support
- Point-of-sale
- Menu-driven
- Over 700 different reports
- Billing module for services
- Batch & on-line processing

GENERAL LEDGER:
- Modifiable pre-designed Chart of Accounts & financial statements
- 3 Year account history
- Pencil & pen feature for corrections
- Unlimited journals
- CRT inquiries
- Unique automatic budgeting
- Unlimited accounts
- Financial ratios
- And more

ACCOUNTS RECEIVABLE:
- Open invoice or balance forward
- Flexible aging
- On-line automatic posting
- Departmentalization by customer
- Customized text on statements
- Cash flow analysis
- Mailing labels
- Flexible invoice allocations
- 3 Year history
- Automatic finance charges
- Notepad window
- Supports partial payments
- Sales analysis and budgeting
- And more

ACCOUNTS PAYABLE:
- Check printing from multiple bank accounts
- Automatic allocation of available cash

- Vendor directories and labels
- Flexible aging
- On-line posting to other modules
- Flexible invoice allocations
- Automatic reprinting of checks
- Notepad window
- Purchase forecasting
- Unlimited allocations per invoice
- 10 Invoices per check
- Browse invoice feature
- And more

BILLING:
- Invoicing on plain or pre-printed forms
- Special service billing routine
- Sales journals
- Invoice remarks
- On-line posting to other modules
- Credit memos
- Revenue & cost allocation
- Packing lists
- Point-of-sale invoicing
- And more

INVENTORY:
- Supports 3 most popular costing methods
- Physical inventory routine with count sheets
- Accepts any measure of units
- Special services file
- Automatic changing of costing methods
- 3 Year history for all products with automatic forecasting, automatic pricing assignments
- Alert & activity reports
- On-line posting
- And more

PURCHASE ORDER:
- 99 Items per P.O.
- Per line and total discounts in $ or %
- Full back-order control
- Purchase journal
- On-line processing
- And more

FORECASTING:
- Unique forecasting module that forecasts budgets for all principal files using 3 different calculation methods

Dac Easy Payroll™

The Fastest Selling Payroll Package In The Industry!

New Dac-Easy Payroll 2.0 totally outperforms programs costing hundreds and even thousands more! It gives you comprehensive, accurate payroll related information on every employee. And it can stand-alone, or integrate completely with our industry leading Dac-Easy Accounting 2.0 to form the perfect business management system.

Dac-Easy Payroll is extremely simple to use, with full user interfaces and context-sensitive help to guide you every step of the way. Virtually anyone can learn its powerful menu-driven features in a few hours.

Many Innovative Features Built-In.

Even with only a few employees, the task of managing payroll is time-consuming, tedious, and often mistake ridden. But with Dac-Easy Payroll, calculations are automatic, accurate, and timely. Dac-Easy includes current federal and state tax tables (all 50), and automatically computes government withholdings.

Dac-Easy Payroll has many other labor saving features as well. For example, it provides for easy file creation, tip tax calculations, fast check reconciliation, printing of payroll and check registers, and automatic payroll processing, and more. Plus, you can quickly produce any type or number of management reports with our fast, easy to use report generator.

Complete Payroll Management Of Every Employee.

Dac-Easy accommodates an unlimited number of employees with up to 1,000 departments, so it can expand as your company grows. Because Dac-Easy allows payment to different departments in the same payroll period, you can easily handle employees who work in more than one department. And, you can set up earnings and deductions by department for reporting on departmental basis.

With Dac-Easy Payroll, you won't forget important dates concerning employees, like hire or termination dates, raises, reviews, eligibility and amount of vacation, birthdays, sick leave, etc.. The system can give you a periodic report of upcoming events, so you'll stay current with important facts about employees.

Dac-Easy supports hourly and salaried employees. It handles weekly, biweekly, semi-monthly, and monthly processes. And Dac-Easy automatically calculates earnings codes for sales or commissioned personnel by percent of gross or flat rate.
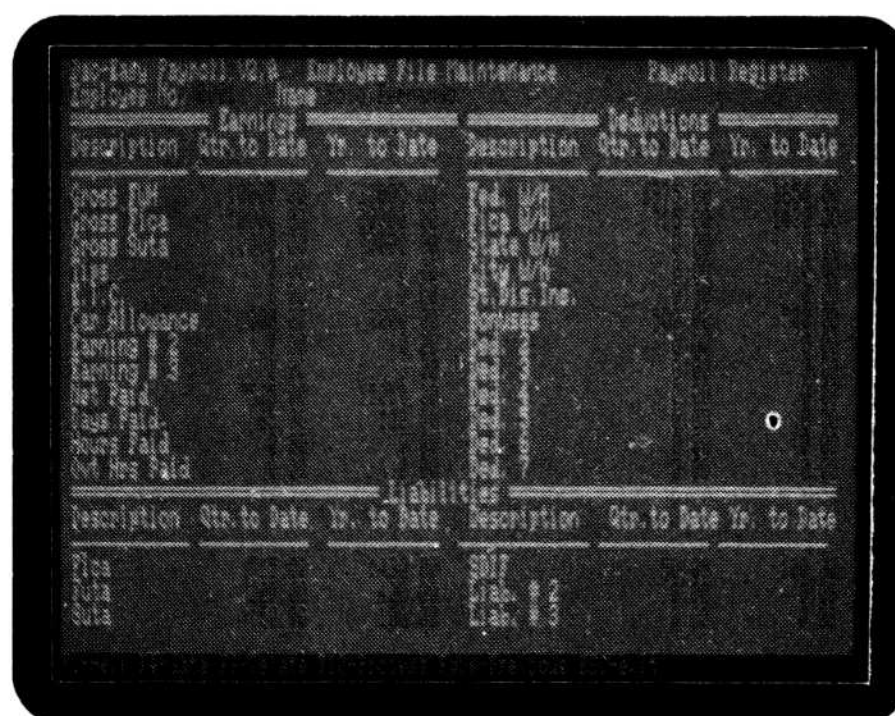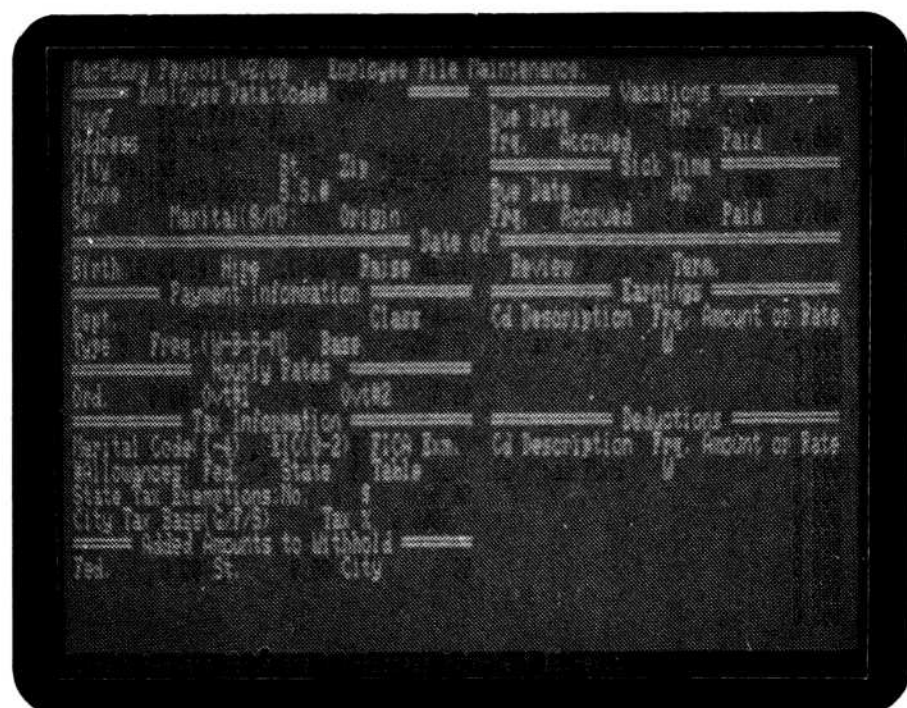
No Other Payroll Package Gives You So Much!

- Automatic tax calculation for federal and all 50 states
- Prints continuous form checks
- Prints W-2s with special fields
- Automatic G/L account creation
- Unlimited employees, and up to 1,000 departments
- Supports hourly & salaried employees
- Allows payment to different departments in same payroll period
- Automatic payroll generation by exception only
- Automatic earnings codes calculated by % of gross or flat rate
- Manages hire dates, raises, reviews, terminations, vacation and sick time

- Supports weekly, biweekly, semi-monthly and monthly processes
- Manages tips, piece-rate and after the fact payroll
- Calculates withholding for tips deemed as wages
- Prints check register
- Ultra-fast check reconciliation
- Prints payroll register
- Prints employee directory & labels, payroll file labels, etc
- Powerful, easy to use report generator
- Menu-driven, with context sensitive help
- Easy file creation
- Screen inquiries concerning wages paid

Dac Easy ▄■●/Accounting Tutor™ $19.95

Dac Easy ▄■●/Payroll Tutor™ $19.95

The Fun, Fast Way To Master Dac-Easy Accounting 2.0!

Dac-Easy Accounting Tutor 2.0 is the perfect tool for quickly teaching you everything you need to know about accounting when using Dac-Easy Accounting 2.0.
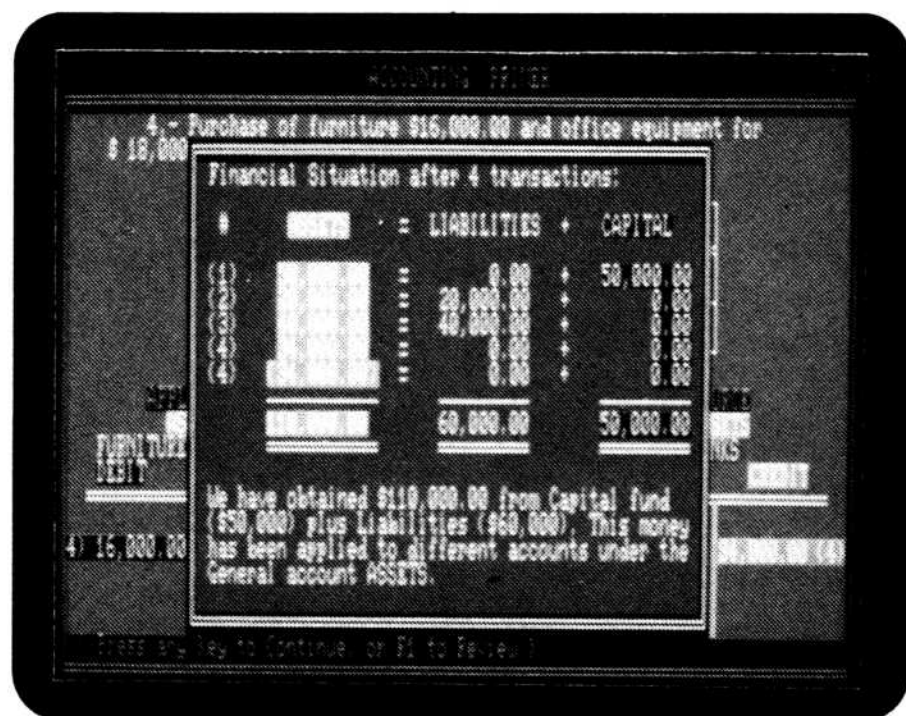
You'll soon be enjoying the benefits of computerization in your business. Just load the diskette in your computer, and you'll be guided step by step through each of the seven modules, without ever using your manual.
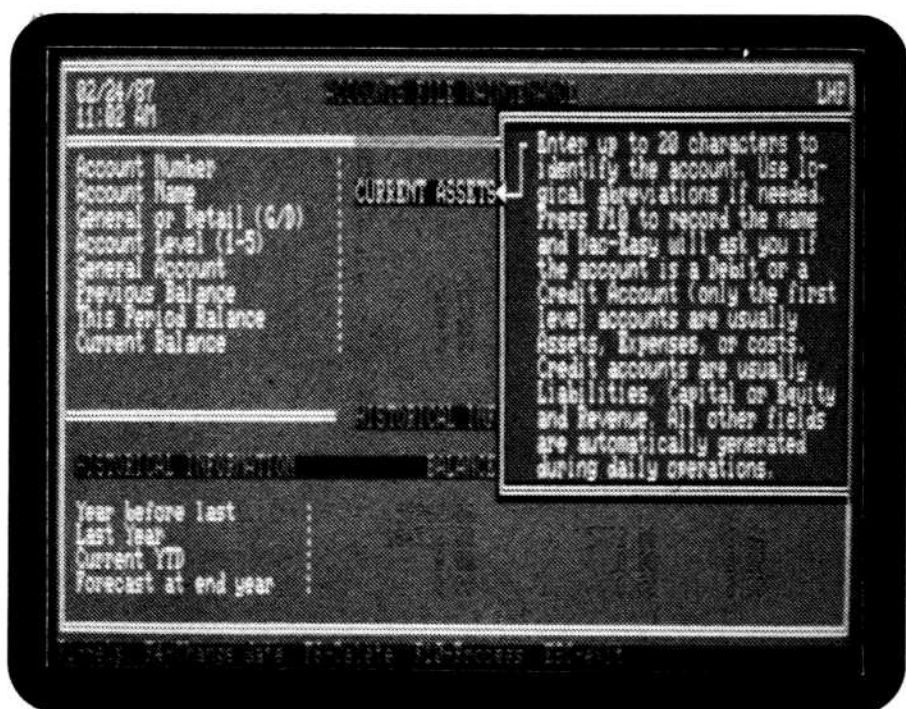
- Includes easy to use accounting primer.
- Illustrations of best uses of the many management reports.
- Step by step examples of everyday business applications.

The Perfect Tool For Quickly Learning Dac-Easy Payroll 2.0!

Dac-Easy Payroll Tutor 2.0 is the fastest way to learn the basics of payroll, and master Dac-Easy Payroll 2.0 for your specific business.
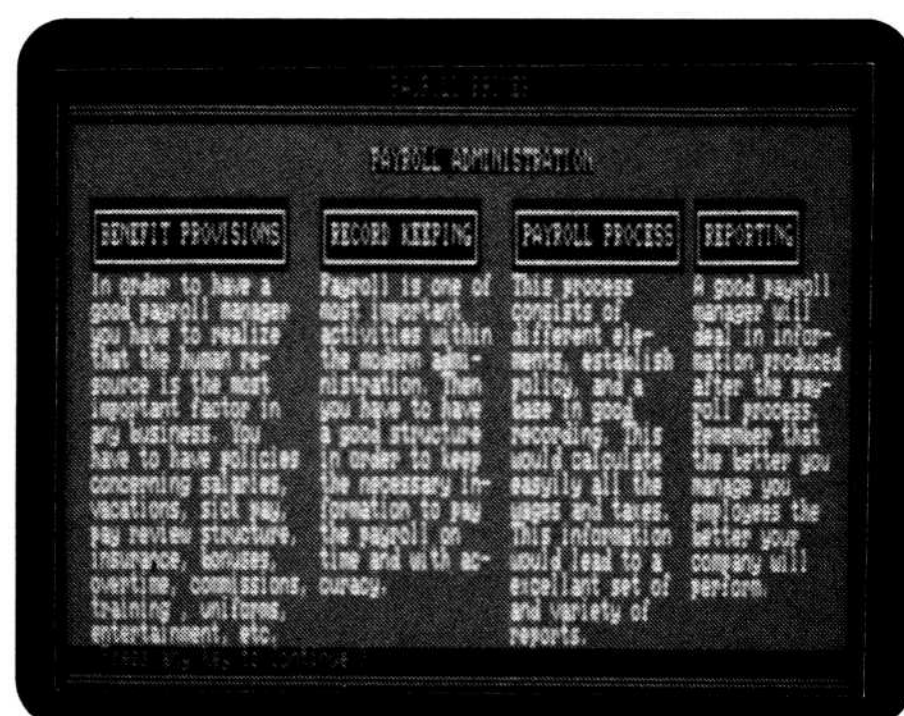
Simply load the diskette into the computer and you'll be led through all of the aspects of Dac-Easy Payroll 2.0 without ever consulting the manual. Your business will benefit by computerized payroll.
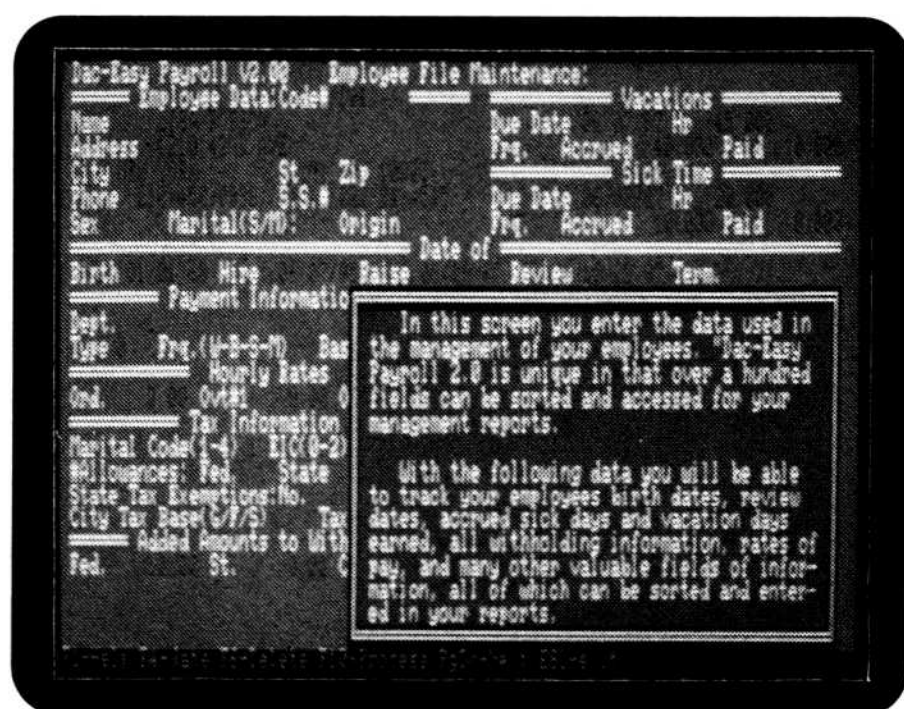
- Learn payroll basics with fun to use primer.
- See illustrations of the best uses of the many management reports.
- Follow step by step guide to common business applications.

A Powerful Utility That Enhances Accounting Or Payroll Performance!

Dac-Easy Mate 2.0 is the perfect companion to Dac-Easy Accounting 2.0 and Dac-Easy Payroll 2.0. You can quickly learn Dac-Easy Mate in just a few minutes, and yet it can save you many hours of operating time when used with our Accounting and Payroll packages. For example, you can create your own macros to chain printing jobs together.

Make notes, comments, and reminders on our handy Dac-Easy pop-up notepad without leaving Accounting or Payroll. Use our full featured calculator for quick computations, then paste your results direct to Dac-Easy Accounting 2.0 or Payroll 2.0.

With Dac-Easy Mate, review a report before, during and after printing, then easily save it for future use. This convenient feature will save you much time and trouble.

Take advantage of our new, ultra-fast backup utility. It's even faster than DOS, lets you stay in Accounting, and dramatically speeds the backup process that's recommended before every posting.
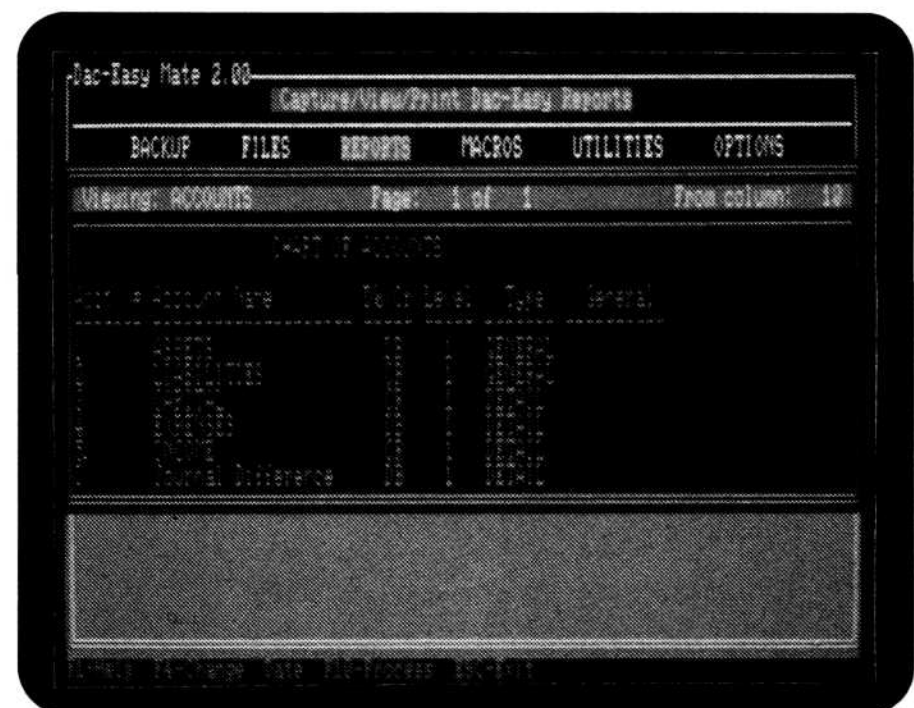
Powerful file viewing utility allows you to pick fields from the principal accounting and payroll files (customers, vendors, inventory, Chart of Accounts, employees), with ability to sort on different fields.
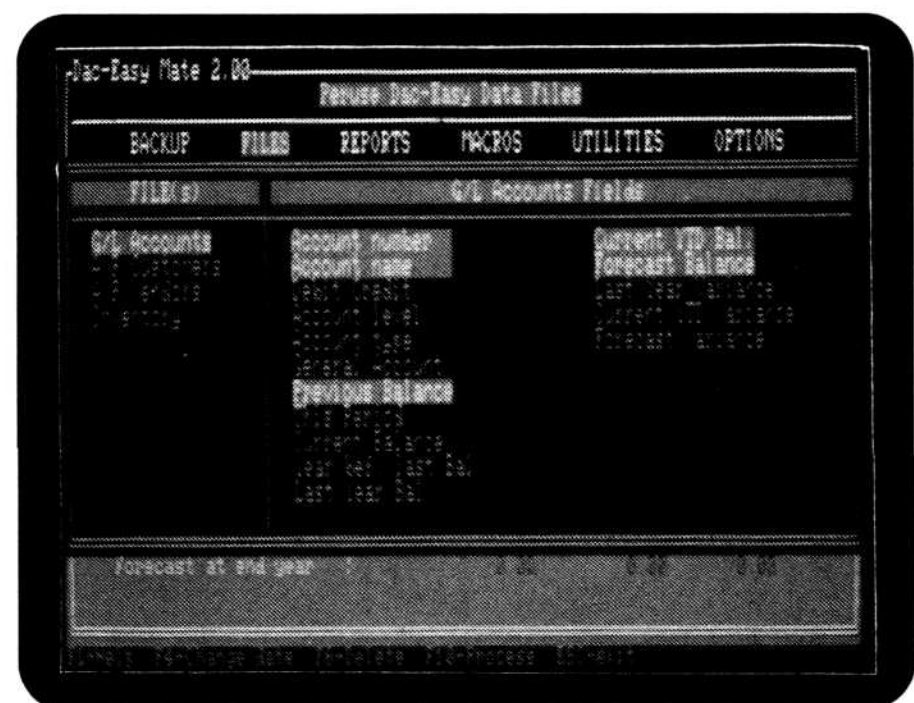
Custom Report Generator, Plus Fast Porting Of Dac-Easy Information!

With Dac-Easy RePort, you can generate custom reports with consummate ease. And intermix and view fields from both Dac-Easy Accounting 2.0 and Payroll 2.0, as needed. Dac-Easy RePort is also the best way to access current or historical information within the Accounting and Payroll systems, then transfer it to any leading spreadsheet or database with no limitation of file size. Whether producing sophisticated reports or analyzing data, you'll get fast, personalized, timely results using Dac-Easy RePort.
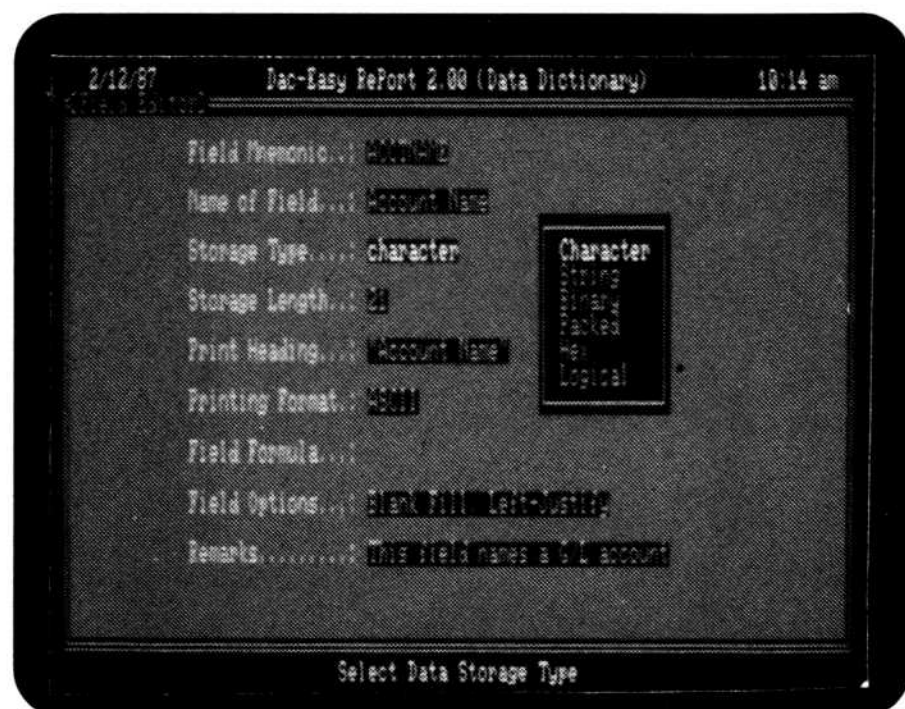
Our new report generator is a powerful tool that allows you to create custom reports, using fields from any accounting or payroll files and intermixing them.
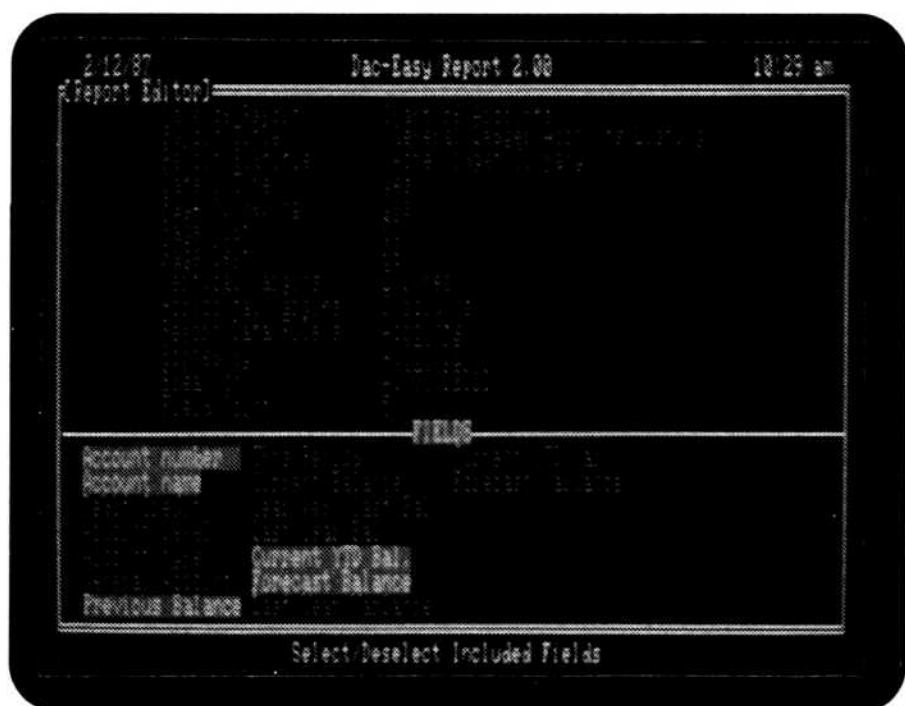
Preview and access data from account, vendor, customer, inventory or payroll files before you send it.

Quickly send any size file data to any popular spreadsheet or database. You'll be able to compare, analyze and manipulate accounting and payroll files, as needed.
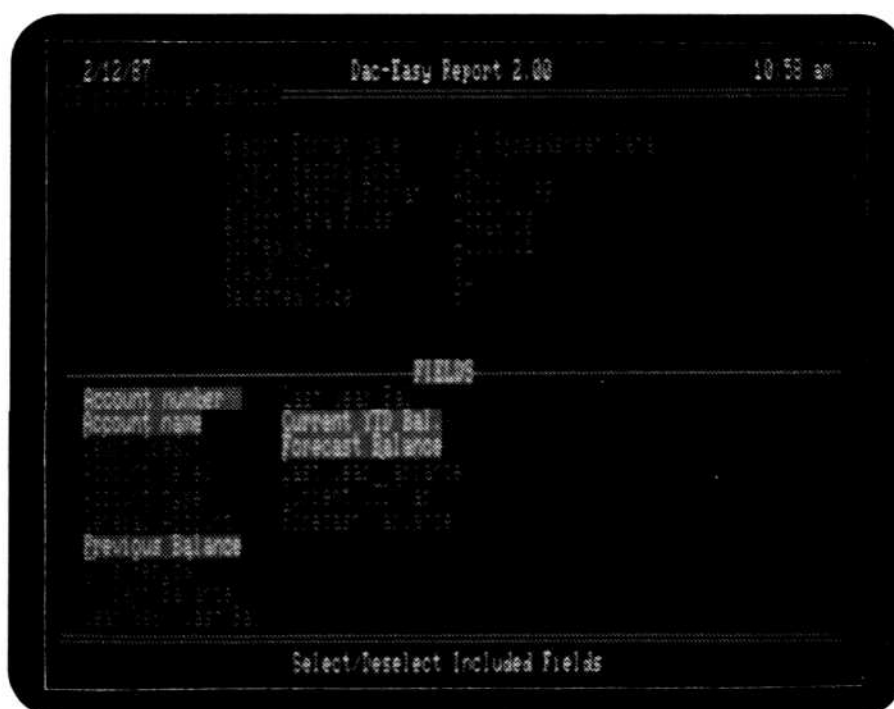
Select a range for sending only the information you need. This eliminates the task of deleting unwanted information in the spreadsheet or database.
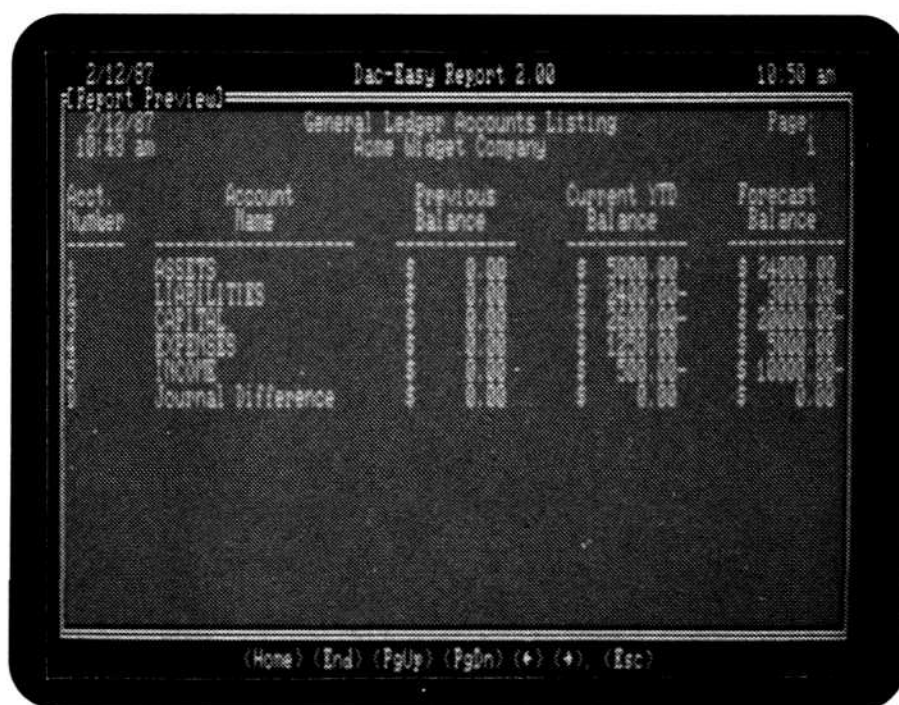
Dac Easy Base

A Relational Database That's Easy, Versatile, And Affordable!

Dac-Easy Base is indeed powerful, flexible and easy to use. It's simple enough for the novice to learn, yet sophisticated enough for the professional.

Dac-Easy Base offers many unique capabilities to help you quickly organize, locate, and sort all kinds of alphabetic and numeric data. Applications range from phone lists, mailing lists, menu plans, to inventory, accounts payable and receivable, and employee databases, and much more. A built-in programming language allows you to design exactly the type of data organization that best fits your business organization.

You can rapidly transfer your information to Dac-Easy Base from Dac-Easy Accounting 2.0 or Payroll 2.0 using RePort. And, you can run almost all dBase II programs without modification.

"Dac-Easy Base lives up to its name, sets new low-cost DBMS standard!"
PC Magazine, March 10, 1987

Complete On-Screen Help Makes It The Easiest Database Ever.

Three levels of context-sensitive help are available with a single keystroke. Plus, the system also provides the page number in the manual where more explanation can be found, if needed.
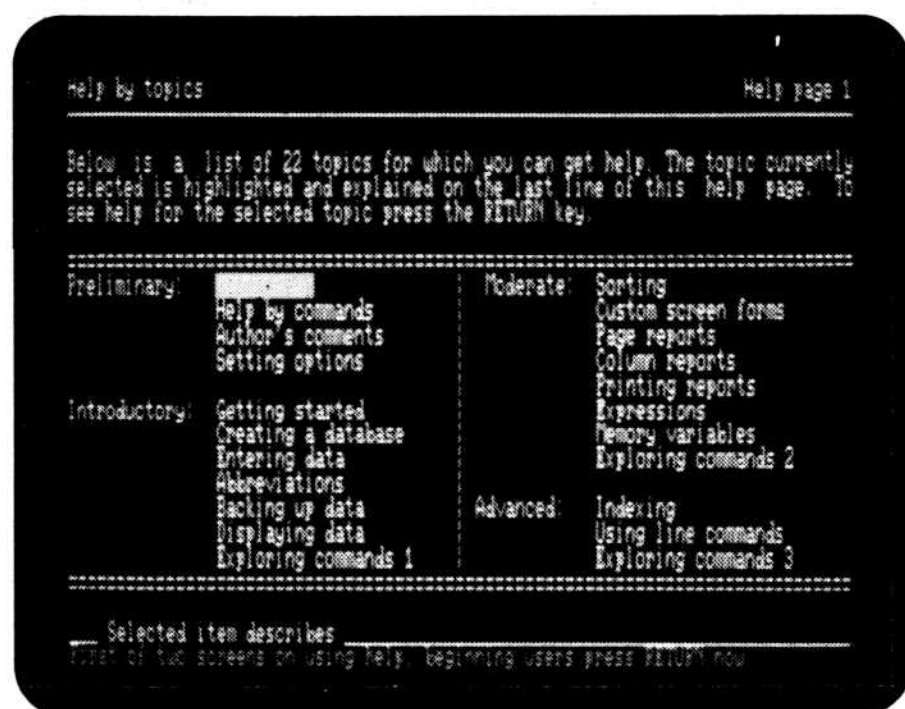
Use Dac-Easy Base to create mailing lists, birthday lists, Christmas card lists; keep

track of checkbooks, inventories, clients, coins/stamps/gun collections, recipes, and hundreds of other uses. In each of your files, you have access to an unlimited number of records with up to 60 fields in each record.

Two Menus, One For The Beginner, One For The Expert.

If you are a beginning database user you will appreciate the special Partial Menu, which contains the most commonly used features of Dac-Easy Base. In this menu you can create, edit, display, modify, and generate reports for your data.
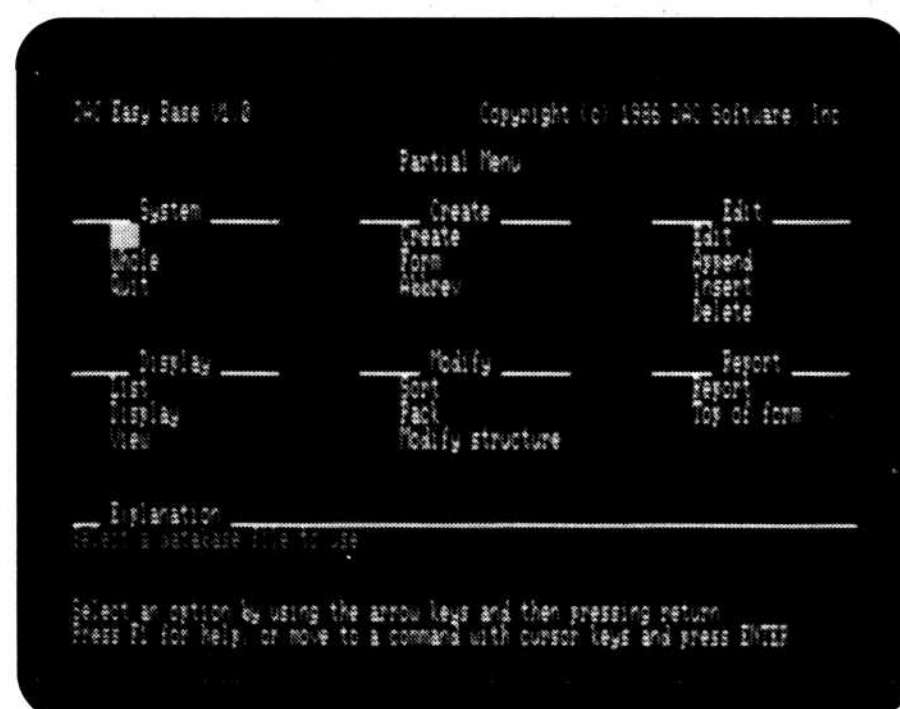
For the more experienced user, Dac-Easy Base provides the Whole Menu, which contains all the major commands from the Partial Menu, plus other functions such as join, update, and import data files.

Design Professional Quality Screens In A Flash.

Design professional-looking data input screens without leaving the menu structure. Once created, the edit screen allows you to browse through your file quickly, select and edit existing records, or add new information.

Handy MemoWriter Means You Never Have To Forget.

Use the MemoWriter to attach special notes to any record in your data file. Notes can be recorded for overdue accounts, important meetings, or anything that would pertain to a particular record.

Generate Many Different Types Of Reports Without Programming.

Column-style reports can be printed at any time. The option of printing to the screen or on your printer is available for every report. Special headings, subtotals, and calculations can be included as well.

Dac-Easy Base's unique page editor allows you to produce professional page-style reports and forms. You can select which records will be included in your report, as well as how those records will be sorted. Using your own search criteria, include only those records which match your needs.

Dac Easy ▄▄/Word II ™

Word Processing That's Easy, Fast And Power Packed!

Imagine a word processing package that gives you professional performance at an amazing price, yet is a snap to install and even easier to use. Our Dac-Easy Word II is a powerful word processor that's designed to become the price/performance leader in the industry.

Dac-Easy provides windowing, automatic hyphenation, mail merge, word search, and much much more. Compare our features and price with any other product on the market.

Fast, Easy Pull-Down Menu.

When you take a closer look, you'll realize this is no ordinary low-priced word processor. The pull-down menu structure makes the program easy to use for the infrequent user. The power-user will find the optional speed keys save time and eliminate unnecessary commands.
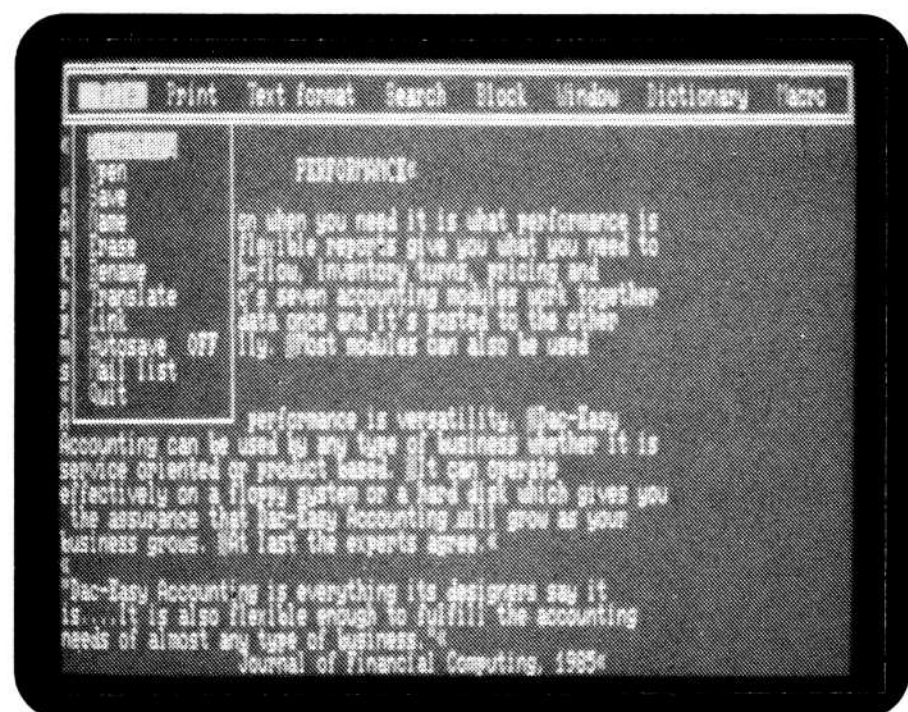
Open Up To Four Full-Featured Windows.

With Dac-Easy Word II you can open up to four windows, allowing you to work on multiple documents at the same time. Just think of the available possibilities to cut and paste text from one window to another in just a few key strokes. Zoom out to a full-sized editor in any window with the press of a key.
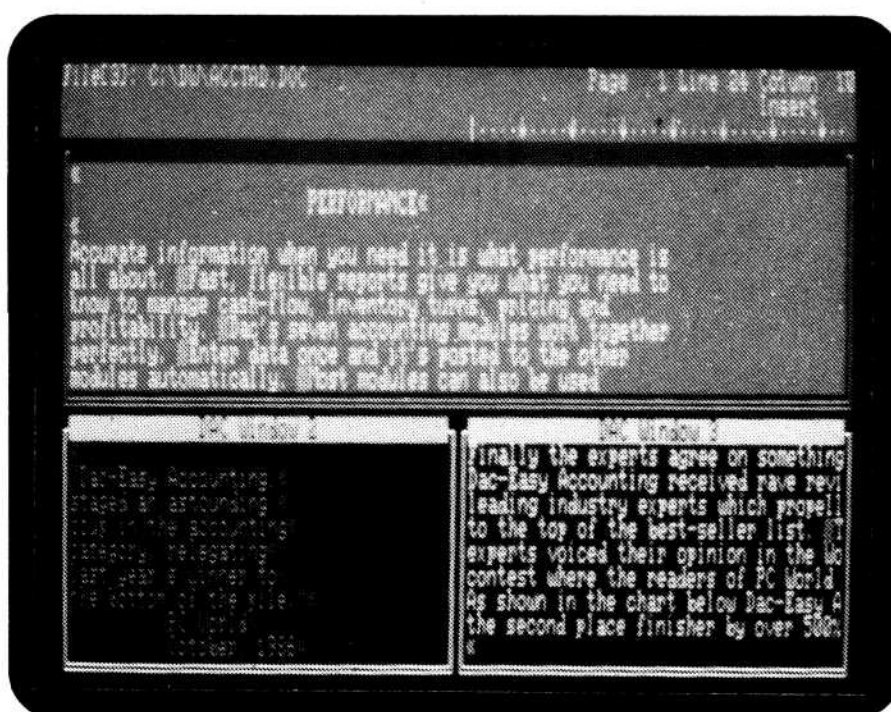
Internal Database Gives You Total Flexibility.

Pull mailing lists from our built-in database for large mailings. With the internal database you have complete flexibility as to which fields you wish to store and/or print. Built any type of directory or list with ability to sort on any field.
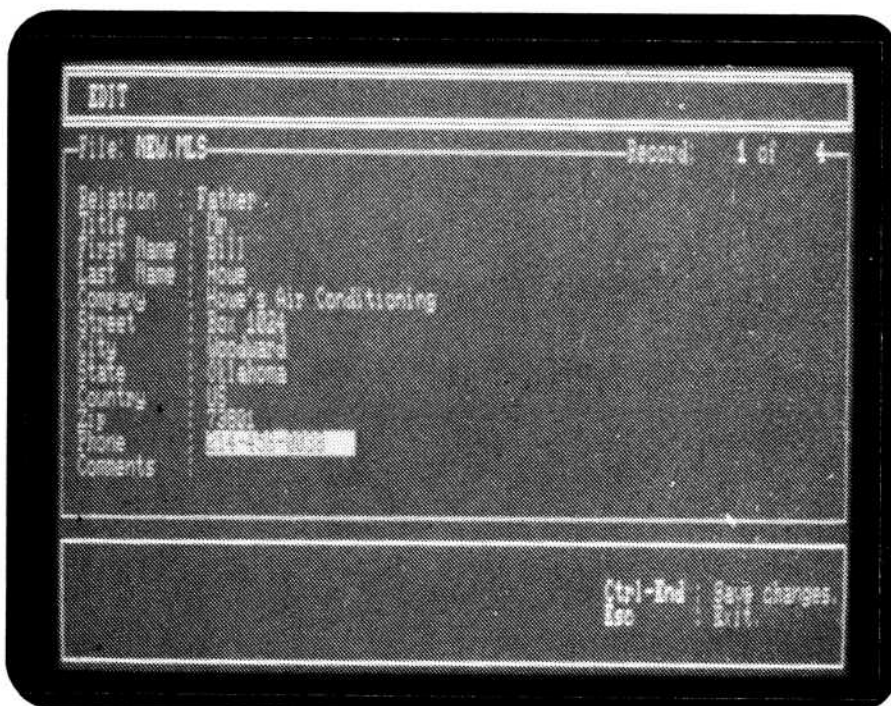
Dictionary With Word Option Capability.

Also included in Dac-Easy Word II is a spelling corrector that allows you to add your own words, as well as select word options for misspelled words. At the end of the spell-check, the system will notify you of how many words were checked, corrected and added to the dictionary.
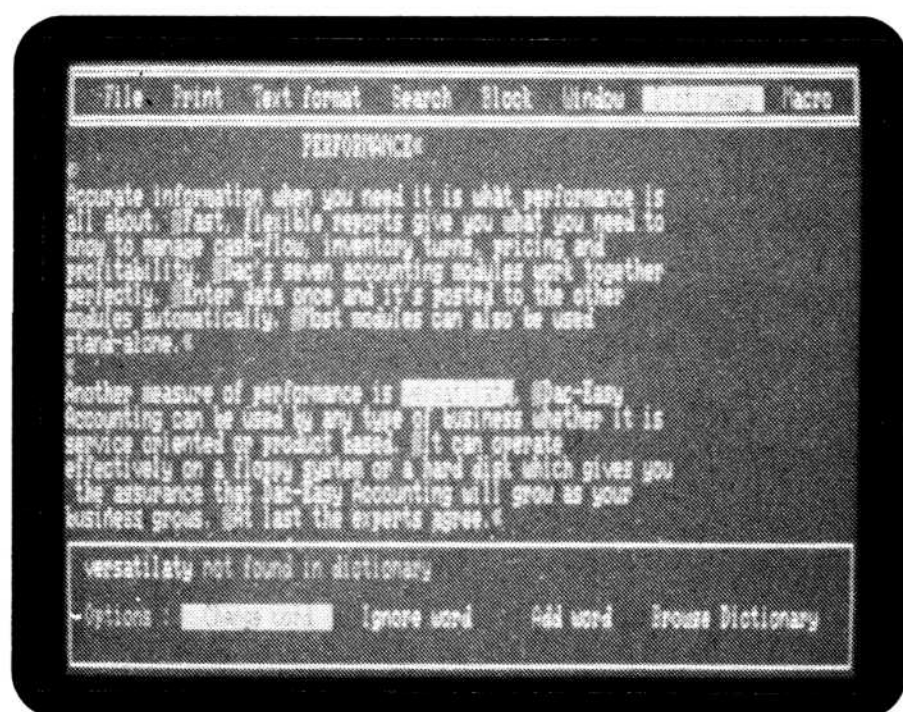
Three Different Word Search Options.

Dac-Easy Word II quickly locates all mentions of a particular word, phrase or number, using any of three user-defined methods of searching. Automatically replace that word throughout the text with the global replace feature, or highlight each mention so you can decide where you want it changed. Scan in either direction.
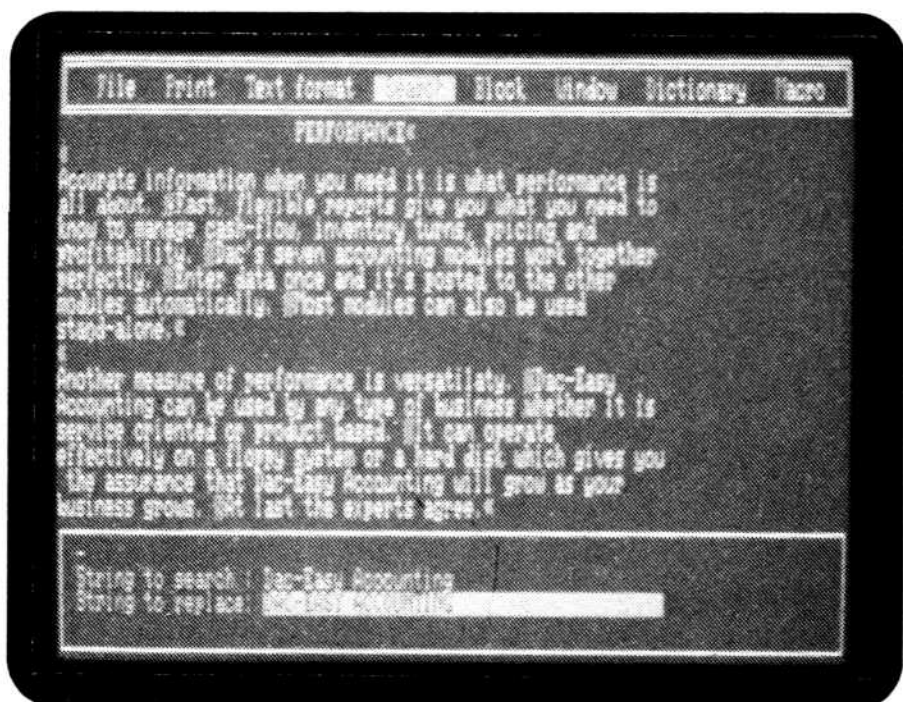
Full-Featured Block Command Menu.

Full use of block commands make fast work of cutting, coping and pasting text, This menu can also be used to rejustify your margins, print envelopes and change from lower to upper case characters or the reverse. Another special feature contained in the Block Command Menu is the ability to automatically hyphenate words.
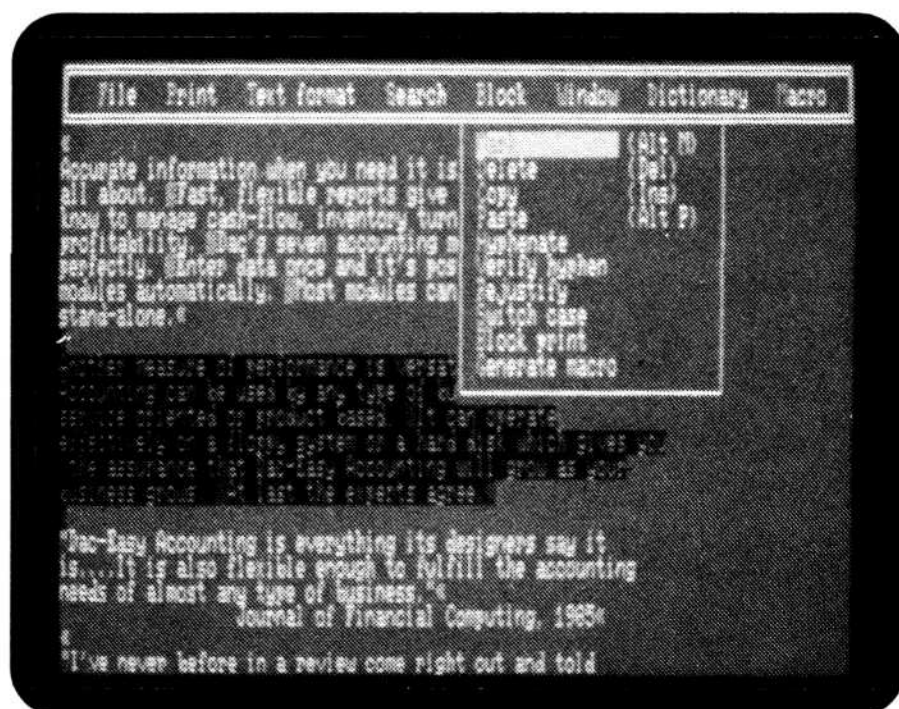
On-Screen Context-Sensitive Help.

Full-featured context-sensitive help is always just a keystroke away. Almost any question about Dac-Easy Word II's operation can be answered without consulting the manual, which is a great timesaver for you.

Dac Easy — **Bonus Pack**   *$149.95*
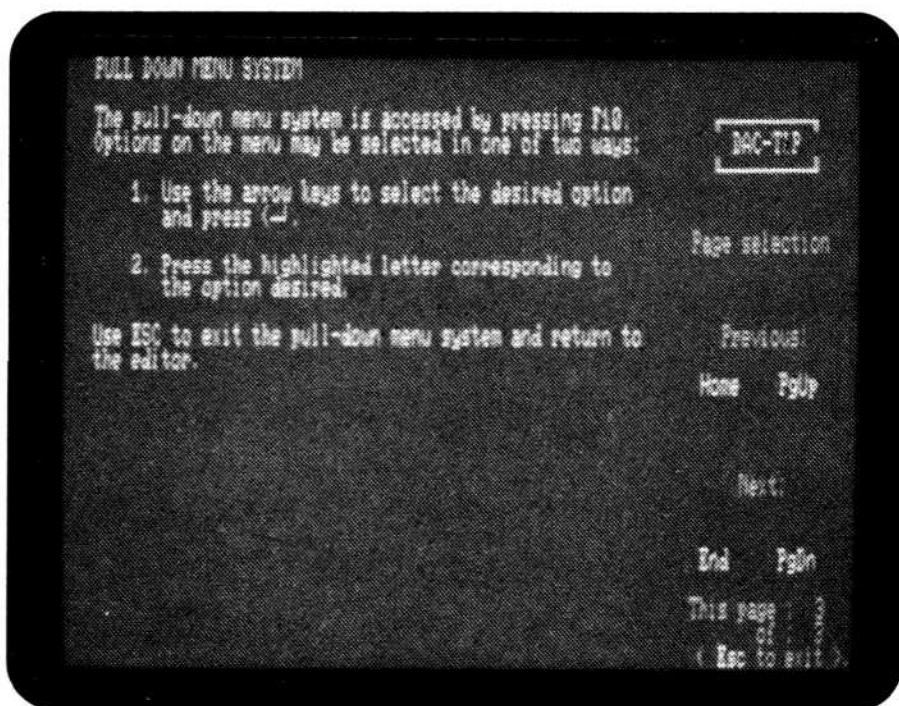
Five Great Software Packages...One Low Price.

Save over 40% on the suggested retail price of these five software products when you buy the Dac-Easy Bonus Pack. The Bonus Pack includes Dac-Easy Accounting 2.0, Dac-Easy Payroll 2.0, Dac-Easy Accounting Tutor 2.0 and Dac-Easy Payroll Tutor 2.0. Also

included is the popular Pop Up DeskSet Plus, which was selected as "Editor's Choice" in a recent *PC Magazine* review on desktop programs. DeskSet Plus includes Calculator, Calendar, Word, PopDOS and PopUp Voice.

Minimum hardware requirements for all products: All Dac-Easy software runs on IBM or compatible, 256K memory (384K for Mate), two disk drives, MS or PC-DOS 2.0 or later, 80 column printer able to print 132 column in compressed mode, color or monochrome monitor. Selected products available for Atari ST & Apple II. (MS-DOS is a trademark of Microsoft Corp. IBM & PC-DOS are registered trademarks of International Business Machines Corp. Dac-Easy is a trademark of Dac Software, Inc., Dallas TX75244.)

TO ORDER CALL TOLL FREE
1-800-992-7779
(IN TEXAS CALL 1-214-458-0038)

Mail to: **Dac Software, Inc.**
4801 Spring Valley Rd.
Building 110B
Dallas, TX   75244

Yes, Please rush me the following Dac-Easy products.

Product	Qty.	Price	Total
Dac-Easy Bonus Pack	___	$149.95	_____
Dac-Easy Accounting 2.0	___	$ 69.95	_____
Dac-Easy Payroll 2.0	___	$ 49.95	_____
Dac-Easy Acct. Tutor 2.0	___	$ 19.95	_____
Dac-Easy Payroll Tutor 2.0	___	$ 19.95	_____
Dac-Easy Mate 2.0	___	$ 39.95	_____
Dac-Easy RePort 2.0	___	$ 39.95	_____
Dac-Easy Base	___	$ 49.95	_____
Dac-Easy Word II	___	$ 49.95	_____
Add Shipping Charge		$7.50	
In Texas Add 7¼% Sales Tax			_____
Total			_____

Name_____

Company_____

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City _____ State ___ Zip _____

Phone _____ Ext. _____

Computer Brand _____

Method of Payment:

☐ Check ☐ Money Order ☐AMX ☐ MC ☐ VISA

Account No._____

Expires_____

Signature _____

Rest assured Dac will be here to support you and your business in the future. Introducing new products, updating current software, and ongoing customer support are our philosophy. Get the total business solution from Dac!

UPDATE

These additions and clarifications to the Dac-Easy Payroll 2.0 documentation replace the equivalent sections of the manual. They include the most up-to-date changes and enhancements in the program.

BILLING   Page 27

The flowchart on this page should be switched with the flowchart which appears in the **ACCOUNTS RECEIVABLE** section, page 29.

CURSOR MOVEMENT KEYS   Page 53

The left arrow key moves the cursor one field to the left and the right arrow key moves the cursor one field to the right. Pressing **CTRL** and the left arrow or the right arrow key moves the cursor one character to the left or right within the field.

SETTING UP REVENUE/COST CENTERS   Page 67

WARNING: Once a departmental method has been selected and customers and vendors have been created, the departmental method cannot be changed.

PRODUCT/SERVICE FILES   Page 90

On the GENERAL LEDGER TRANSACTION ENTRY screen an asterisk is displayed in front of the acount number of each entry posted to the general ledger. These asterisks were omitted from the screen reproduced in the manual.

SERVICES FILE   Page 91

The automatic service billing feature is not available on this version of Dac-Easy.

ACCOUNTS PAYABLE/ACCOUNTS RECEIVABLE   Page 101

Accounts receivable transaction entry is not shielded by the highest level of password protection; you can use **F7** to enter invoices with a level 4 or 5 password.

1

VENDOR FILE

The **VENDOR FILE MAINTENANCE** screen on page 102 shows **0=Open B=Bal.Fwd.:** in the upper right corner, but it should display **ACCOUNT TYPE:**. The **TYPE** field description on page 103 refers to **ACCOUNT TYPE**, while the following description should be inserted for the **TYPE** field:

TYPE
Enter up to four characters for this code. You may use this field for report sorting purposes.

FOR BALANCE FORWARD VENDORS

Replace the second-to-last paragraph: We do not recommend this shortcut in your daily routine - it has level 4 and 5 password protection to prevent unauthorized use.

MESSAGES FILE

The status line at the bottom of this screen includes the **F10-Process** option. You must use **F10** instead of **ESC** to save this data.

PASSWORD SETUP AND MAINTENANCE

All posting processes are protected by level 4 instead of level 3 passwords.

APPLYING PAYMENTS IN ACCOUNTS RECEIVABLE

The first paragraph on page 173 incorrectly states that you can move directly to the **INV.#** column and enter the amount received; you will instead move to the **AMOUNT APPIED** field, where you can enter the amount received from your customer.

ENTERING GENERAL LEDGER TRANSACTIONS

Note that Journal Difference entries may only be posted with an SU journal code.

CLOSING OUT THE YEAR

Before every annual shareholders meeting, the board of directors decides what to do with the past year's profits. Whether profits are retained or distributed, you will need to transfer the amount to retained earnings. You need to make this entry after you close the year and not before.

BILLING MENU

The **INVOICE #** is a **five** digit field. The correct name of **ITEM #** is **INVENTORY#**.

Enter up to 20 characters of text for the account name.

The **VENDOR FILE MAINTENANCE** screen on this page shows **0=Open B=Bal.Fwd.:** in the upper right corner, but it should display **ACCOUNT TYPE:**. There are two descriptions with the heading **TYPE**; the first **TYPE** field refers to the **ACCOUNT TYPE**.

Option 4 to **SETUP COLOR PARAMETERS** has been added since the printing of the 2.0 manual. This feature allows you to define or edit the colors displayed by the program. There are eight basic colors available. Background color options are black, dark blue, green, light blue, red, magenta, brown and white, while text color options are the same, but with two intensities. Low intensity text is located on the left half of the color options screen and high intensity text is on the right half.

Ten primary areas of the screen can have different colors:

HEADER
This includes the menu header and the selection footer.

PROMPT
The program does not currently use this feature. Future Accounting releases will feature the prompt option.

WINDOW
This is the box where all error messages and warnings are displayed.

LINE STATUS
This is the line located at the bottom of the screen with a list of available keys to use.

URGENT MESSAGE
This will appear over the line status. Urgent messages will blink.

MENU SELECTION
This is the current menu selection. Be sure that these colors are not the same as your background.

INACTIVE FIELD
Input fields that are not currently in use are inactive. Be sure that these colors are different than those of the **ACTIVE FIELD**.

3

ACTIVE FIELD

    This is the field that is currently in use, as highlighted by the cursor.

HELP MESSAGE

    This is the box that appears when you press **F1**. Help will be displayed in the body of the screen.

BACKGROUND

    This is the primary color of the program. All screens will have this color with text of the screen being the color of the **a** in the block.

Move the light blue highlight bar to the area you wish to change by using the arrow keys. Press **ENTER** and a white box will surround the color that is currently assigned to the area. Move the box with the arrow keys to the color you wish to change to and press **ENTER**. The area of the screen will change to reflect the new color. When you are satisfied with all of the changes, press **F10** to complete the process.